

St Helen's CE Primary School

Greenhill, Alveston, Bristol, BS35 2QX



16th October 2023

Dear Parents and Carers

Parents' Evenings will be held in person at school on:

Monday 30th October 3:40pm to 6:40pm
Thursday 2nd November, 3:40pm to 6:40pm

Please make your appointment(s) online, using the following guide:

1. Visit the school website and under the 'Parents' menu, select the 'Parents' Evening Booking' option.
2. Select the year group for your child.
3. Scroll down and choose your preferred slots from the available ones, and click the red 'sign up' button next to it.
4. Click on 'Submit and Sign Up'.
5. Check the slot shown is the one you have selected.
6. Enter your first and last names and your e-mail address in the boxes.
7. Tick the 'Send me a confirmation e-mail' box.
8. Press the 'Sign up now!' button.
9. View your e-mail inbox to confirm your slot. (*Note: This may not arrive immediately.*)
10. For another child, repeat, but using their class form.

To cancel or change your appointment, follow the instructions on the confirmation e-mail.

You will be able to book appointments from 4pm Tuesday 17th October 2023.

Please ensure you sign up as soon as possible as appointments are on a 'first come first served basis.'

If you are experiencing any issues with the site, please book your slot by contacting the school office staff, who will be more than happy to book an appointment for you.

Yours sincerely

Kelvin Chappell
Head of School



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www.sthelensprimaryalveston.org.uk