

ST MARK'S CE PRIMARY SCHOOL

Headteacher: Ms Laura Kelsey BA (Hons), PGCE, CEPQH



Tuesday, January 25, 2022

Dear Parents/Carers,

Parent/Carer meeting appointments on Monday 28th February & Wednesday 2nd March

We are hoping to run parents/carers evenings this term the same way we did last term with the offer of a face-to-face meeting or a telephone meeting to suit you. Due to Covid, we may have to change this at late notice to telephone only appointments if we have an outbreak of covid in the school at that time. If this is the case, we will email you to inform you and your meeting date and time will be the same, but the teacher will ring you rather than you coming into school.

We are using parentmail to electronically sign up for your appointment and you will need to access your parentmail account to enable you to book. Monday 31st January at 5pm, you will get two emails from parentmail to tell you that the booking system is open. One will be for face to face bookings and one will be for telephone bookings - please book through the appropriate link to allow you to book your preferred method. The booking pages will be open for two weeks (Monday 31st January - Monday 14th February) to allow us to organise the appointments before half term. You will get an email confirming your appointment time and reminder nearer the time. The school office will also be able to tell you your appointment if you forget. For telephone appointments, please ensure you put the number you would like to be called on in the note space.

Due to timings, we may need to offer separated parents that cannot be together for the meeting, a slot on another day as otherwise we will not be able to fit in all the appointments on these two nights. If both parents would like to book a separate slot, could you contact the school office so we can arrange this.

Kind regards,

Laura Kelsey
Headteacher

Brantridge Lane, Staplefield, West Sussex RH17 6EN
T (01444) 400398 F (01444) 401244 E office@st-marks.w-sussex.sch.uk
www.st-marks.w-sussex.sch.uk

