

# ST MARK'S CE PRIMARY SCHOOL

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



24<sup>th</sup> September 2021

Dear Parents/Carers,

This term, we asked whether you would prefer a face to face parents/carers consultation or a telephone one. Thank you to all those parents that filled in the survey. We have organised the appointments based on this information. Monday 18<sup>th</sup> October will be face to face appointments and Thursday 21<sup>st</sup> October will be a mixture of face to face appointments and telephone appointments. Please only book **either** a face to face **or** a telephone appointment.

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 27<sup>th</sup> September 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. 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.

The appointments for Laurel are :

In person appointments - Monday 18<sup>th</sup> October - 3.30 pm - 6 pm

In person appointments - Thursday 21<sup>st</sup> October - 3.30 pm - 4.40 pm

Telephone appointments Thursday 21<sup>st</sup> October 4.50 pm - 6 pm

Due to timings, we may need to offer separated parents that cannot be together for the appointments, 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

