



FARNBOROUGH PRIMARY SCHOOL

Farnborough Hill, Farnborough, Orpington, Kent BR6 7EQ

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Miss A James BA PGCE Head Teacher

Mrs C Browne B.Ed Hons Head of School

23 February 2018

Dear Parents/Carers

Spring Parents' Evening - Wednesday 7 March and Thursday 8 March 2018 Using Our Online Appointment Booking System

The school will be holding parent/teacher evenings on Wednesday 7 March and Thursday 8 March 2018. It is an opportunity for us to meet and discuss your child's progress, their strengths and areas for development.

It is an important part of the home/school partnership in working together to support your child and I hope that you will be able to attend. If you make an appointment and then find you are unable to keep it, **please** ensure that you let the school know. We would ask parents to try and keep to the time given, as I am sure you understand it is a very busy evening.

I will be available to arrange individual appointments between the following times:

DAY/DATE	BETWEEN
Wednesday 7 March 2018	1.30pm - 2.30pm and 3.30pm - 7pm
Thursday 8 March 2018	3.30pm - 6pm

We will be using the online appointment booking system which allows you to choose your own appointment times with teachers, receiving an email confirming your appointments. Should you experience any technical difficulties please do not hesitate in contacting either Mrs Jones or Mrs Grainger, who will be happy to help.

Online bookings will go live at 7pm on Friday 23 February 2018.

Please visit <https://farnboroughprimarysch.parentseveningsystem.co.uk> to book your appointments. An easy to follow Parent Guide is attached, which gives screen shots to help you follow the process.

If you do not have access to the internet, please come in and see Mrs Jones, who will be only too happy to assist you in making an appointment.

Yours sincerely
Mr J Smith
Year 6 Class Teacher



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