



Barrowby Church of England Primary School

November 2023

Dear Parent/Carer

Parent/Teacher Consultations Online Appointment Booking

I would like to invite you to attend one of our 'face to face' Parent/Teacher Consultations on either Wednesday 8th November or Wednesday 15th November 2023 between 3.45pm and 6.45pm.

Our Parent/Teacher Consultations provide a valuable opportunity to discuss your child's progress as well as to exchange information. We wish to maintain close links between school and home and therefore hope that you will be able to attend.

You will receive an alert through Parentmail PMX on **Friday 13th October 2023 at 4.00pm** and you will then be able to book your own Parent/Teacher Consultation.

Once you receive notification, you need to:

- Log into ParentMail or access your account via your smartphone APP
- Select the teachers that you would like to see, and the appropriate time slot
- Once you have completed this **your appointment is booked!**

This facility enables you to book one 10 minute consultation per child. If booking for more than one child we ask that you leave time in between them.

Once your appointment is booked our school administrative team will use the functions of PMX to track parental uptake.

Booking for appointments will open on **Friday 13th October** and bookings will close on **Wednesday 1st November** 2023 at 4.00pm.

We do hope you will be able to attend and look forward to sharing with you updates regarding your child/ren.

Yours sincerely,

Mr L Batey

Head teacher

