



## Barrowby Church of England Primary School

January 2024

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 28th February or Wednesday 6th March 2024 between 3.30pm and 6.30pm.**

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 2nd February 2024 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 2nd February 2024** and bookings will close on **Wednesday 21st February 2024** at 4.00pm.

Thank you. We look forward to sharing with you updates regarding your child/ren.

Yours sincerely,

Mr L Batey  
Head teacher

