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**Headteacher:** Mrs J. Cutbush

**Deputy Headteacher:** Mrs R. Winter



10 February 2021

Dear Parents/Carers,

### **PARENT CONSULTATIONS – ONLINE APPOINTMENT BOOKING SYSTEM**

I am writing to invite you to the spring term parent consultations. Because of the on-going situation, the consultations will be held via telephone and they take on a new importance. The current lockdown has proved and continues to be extremely challenging for all; isolation from friends, learning from home, or concerns that family or friends might get sick are some of the worries that have been shared. Your child's mental health and wellbeing is of utmost importance to us and this, along with engagement/successes/issues with remote learning, will form the discussions for our consultations. Please be aware that the days/times might differ for different classes but all appointments will be within the first two weeks of the next half term.

Appointments can be made from 6pm on Wednesday 10<sup>th</sup> February and will close on Wednesday 17<sup>th</sup> February at 2pm.

To book your child(s) appointment, please go to: **[outwoodsprimary.parentseveningsystem.co.uk](http://outwoodsprimary.parentseveningsystem.co.uk)**

*PLEASE NOTE: You will need to type this address into your website browsers 'address bar'.*

Please book one appointment on one day with one teacher (if your child has more than one teacher).

Once you have booked your appointment, you will get an email confirmation.

Login to see which appointments are available and select one that is convenient for you.

You will need:

- Your title (Miss/Mr/Mrs/Ms) This needs to be correct as it will not allow you access to the booking system if not
- Your first name and surname
- Your child's first name and surname
- Your child's date of birth

If you are unable to book at home, please email [enquiries@outwoods.staffs.sch.uk](mailto:enquiries@outwoods.staffs.sch.uk) and we will help you to book an appointment.

I would kindly request that all appointments do not exceed the ten minutes allocated as this ensures that the appointments run smoothly for all.

We do hope that you will be able to join us for this important consultation.

Yours sincerely

Mrs J Cutbush

Headteacher

**Assistant Headteachers:** Mrs J. Taylor & Mrs S. Clamp

