



13th September 2013

TO PARENTS OF ALL CHILDREN IN RECEPTION

Dear Parents

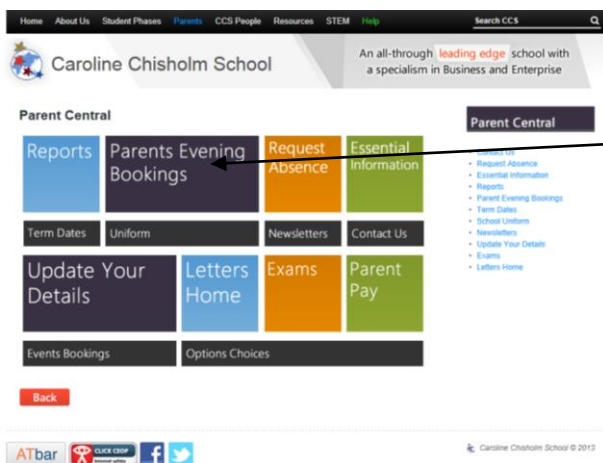
Autumn 2013 Primary Parent-Teacher Consultations

The opportunity to meet with your child's class teacher will be on either **Wednesday 23rd** or **Thursday 24th October**. Consultations will be for ten minutes and during this time you will have the opportunity to see examples of your child's work and discuss their personal and social well-being in our school environment.

As part of our commitment to improve whole-school communication, we are pleased to introduce an electronic booking system for the forthcoming parents evening. This system will allow appointments to be made by parents independently from home. The system will open for you to make appointments from Monday 30th September at 4.30pm onwards and will close at 1.00pm on the first day of the parent evenings.

In order to book your appointments, please follow these instructions.

- Go to our website www.ccs.northants.sch.uk and click on the 'Parents' tab.



This is the main point of contact on the website for parents as it contains essential information and forms.

Click on the 'Parents Evening Bookings' icon.

- You will be invited to put in your user name and password provided by School for student reporting purposes.
- *All parents of children in Reception will receive an e-mail with their unique username and password.*
- Choose the Parents Evening tab on the left.
- Click on the Parents Evening icon. This should give you a choice of timings for each of your child's teachers. Select the appointments you wish to make.
- You can change days by clicking on the 'Later Events' icon at the top of the schedule. To return to the previous date, click on 'Parents evening' tab on the left hand column again

If you have any queries or difficulties in managing this process please ask your class teacher for help or contact School.

Yours sincerely

Katie Towers

Katie Towers
Assistant Principal