



St. Andrew's CEVA Primary School  
Ecton Brook Road  
Ecton Brook  
Northampton  
NN3 5EN  
Tel: 01604 406486

Mrs V Griffiths  
Head Teacher

**'With God ALL Things are possible' Matthew 19:26**

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5<sup>th</sup> March 2024

Dear Parents/Carers,

### **Spring 2024 Parents' Evening**

We are very pleased to invite you into school the week commencing Monday 18<sup>th</sup> March 2024 to talk to the class teacher about your child's progress, behaviour and attitude towards school. This will also be an opportunity to look at and celebrate your child's work.

**Appointments are available to book via an Eduspot invitation link that will be sent to you separately** - instructions on how to do this are at the end of the letter.

**Please book your appointment by midday on Wednesday 13<sup>th</sup> March.**

Please see the exact dates and times on Eduspot. For parents who have siblings in school, please allow a gap between your children's appointments to give you time to get to them on time.

Appointments will be a maximum of ten minutes. If you need longer than this, please email [enquiries@standrewsceva.uk](mailto:enquiries@standrewsceva.uk) so your request can be passed to your child's Teacher. Parents are allocated 1 slot per child for parents' evening. Any parent who may require an additional appointment due to separation please contact the school office.

**We kindly request that children do not attend parents' evening.**

This is a chance for parents and teachers to have an important discussion about your child's progress without any distractions.

Please enter and leave the school building via the school office so that you can sign in and out. Staff will be available to direct you to your child's classroom.

We look forward to seeing you soon.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'V Griffiths'.

Mrs V Griffiths  
Head Teacher

## **Instructions to book an appointment**

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. Click 'Book this Slot' to complete your booking. When the button has turned green, you know your booking has been made.

At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time.

If you need to amend or cancel your booked slot you can do this before midday Wednesday 13<sup>th</sup> March by clicking the green booked button and then either booking your new slot or cancelling your appointment.