



# The Grove Primary School

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Acting Head Teacher: Miss Gillian West

27<sup>th</sup> September 2017

Dear Parents/Carers,

## Autumn Term Parents' Evenings

Parents' evenings are due to take place shortly for Years Reception to 6.

### Appointment slots (Main Hall)

Thursday, 12 <sup>th</sup> October	3.30p.m. – 6.30p.m.
Monday, 16 <sup>th</sup> October	3.30p.m. – 6.30p.m.

Parents will be able to book appointments from 10.00 am on Thursday 28<sup>th</sup> September via Parentmail for Reception to Year 5. A separate booking system will take place for Year 6, details to follow separately. You will receive either a text message or an e-mail to inform you that Parents Evening is "open for booking". Please then log onto Parentmail via your App or email and follow the instructions on screen to book an appointment. Parents will be able to view and book appointments at convenient times for all their children who are at the school. Booking will close 24 hours before the relevant evening.

The system will allow you to book one slot per child; if your family should require two appointments with the teacher, then one parent will need to contact the school and we can manually make you an appointment. If you are not currently registered for ParentMail, please contact the office as soon as possible and they can supply the information needed to get you set up. If you do not have access to online booking you will be able to come into the office and manually book your appointment once the main booking session has closed (24 hours before the parents' evening).

Miss G West  
Acting Head Teacher

Chief Executive Officer: Mrs C Dickinson

The Grove Primary School is part of the Kite Academy Trust a charitable company limited by guarantee and registered in England and Wales with company number 09785186. The registered office is Holly Lodge Primary School, Stratford Road, Ash Vale, Surrey, GU12 5EX.

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