

23<sup>rd</sup> October 2015

Dear Parents or Guardians of [PUPIL NAME HERE]

**Colmers Farm Infant School Parents' Evening - Online Appointment Booking.**



I would like to invite you to attend one of our following infant school parent's evenings:

**- Colmers Farm Infant School Parents' Evening Option A (3:30-6:00pm)**

Monday 2nd November 2015. *This option is for parents of children in Willow class only.*

**- Colmers Farm Infant School Parents' Evening Option B (3:30-6:10pm)**

Tuesday 3rd November 2015. *This option is for parents of children in any of the infant school classes.*

**- Colmers Farm Infant School Parents' Evening Option C (3:30-6:10pm)**

Wednesday 4th November 2015. *This option is for parents of children in any of the infant school classes except Willow.*

The important evening will provide you with an opportunity to discuss your child's progress so far this year and to view their work.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback. Parents will be able to access the system from around 6pm tonight (23<sup>rd</sup> October 2015).

Please visit the following website to book your appointments: <https://colmersfarm.parentseveningsystem.co.uk/>

**Your will need a unique code to access the system. Here is your code: [Unique Code Here]**

A short guide on how to book appointments and also a link to the booking system will soon be added to our school website: <http://www.colfarmi.bham.sch.uk/>

If you have any issues please feel free to contact Mr Taylor: [r.taylor@colfarmj.bham.sch.uk](mailto:r.taylor@colfarmj.bham.sch.uk)

If you do not have access to the internet, please contact the school office from Monday 2<sup>nd</sup> November. They will be happy to add appointments on your behalf.

Yours sincerely

Victoria Kelly