



Ivy Lane School

Ivy Lane, Chippenham,
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Head of School: Mrs Helen Lammin (BSc Hons QTS)

12th March 2019

Dear Parents,

RE: Term 1 Parents' Evenings – Tuesday 26th March and Thursday 28th March 2019

You are invited to Parents' Evening on either:

Tuesday 26th March from 3.30pm-7pm or Thursday 28th March from 3:20pm-5.30pm.

This meeting will be an opportunity for you to discuss how your child has settled into their new class and their current progress. A selection of their learning from across the curriculum will be available outside the classroom for you to look at before, in-between or after appointments.

Mrs Lammin will be available on both nights if required and Mrs Phillips (SENCo) will be based in the Chatterbox Room (opposite the school office) if parents would like to discuss any concerns they may have.

Can we kindly request that parents ensure any children on site during Parents' Evening do not disturb other meetings between parents and teachers whilst playing in the KS1 playground (as they are adjacent to all the classrooms where meetings are taking place). The KS2 playground is available for car parking from 3.15pm so it is not suitable for children to play on at all.

We will send a link to your mobile phone and/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. Please 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 or even un-book by clicking the green booked button. Should you be unable to make either date, please contact your child's class teacher and we will endeavour to make alternative arrangements. If you are a parent from a separated family, could you please contact the school office if appointments are required for each parent.

The deadline for booking appointments is **9am on Friday 22nd March** when the option to book will disappear automatically from the system. This gives us time to prepare reports for teachers.

If you have any difficulty using the system, please call the school office and we will be happy to help.

Yours sincerely

Mrs Helen Lammin
Head of School

