

Headteacher: **Mr A Herbert**

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15<sup>th</sup> October 2020

Dear Parents/Guardians

### **FS1 - Y6 PARENT CONSULTATIONS**

Parent telephone consultations will be available over several afternoons in November. Each teacher will be able to offer two or three dates for you to choose your appointment.

All consultations will be held by phone call and appointments lasting up to **10 minutes** can be booked using the online system. We have set up our booking system to leave 15 minutes in between each appointment. To ensure the smooth running of the consultations we would really appreciate it if, where possible, you are ready a few minutes prior to your appointment as the teacher may have finished their previous call and attempt to ring 2 or 3 minutes before your allocated time.

This system is secure and easy to use and can be accessed by logging on to:

[www.parents-booking.co.uk/cliftonwithrawcliffe](http://www.parents-booking.co.uk/cliftonwithrawcliffe)

From here it will ask for a few details from you and take you to the booking page. When you have selected a date and time there will be a pop up box on screen for you to enter the telephone number that you wish to be contacted on. If you are having difficulty accessing the system please contact me by email, [gjohnson@cwr.pmat.academy](mailto:gjohnson@cwr.pmat.academy).

Once you have made your booking you can either print out or request an email of the booking confirmation for your records.

If you have any problems booking your appointment then please do not hesitate to get in touch with us.

Thank you for your continued support

Mrs Gill Johnson  
Head of Business & Operations