

Cunningham Hill Junior School

Cell Barnes Lane St. Albans Herts AL1 5QJ
Headteacher: Ms J Elbourne-Cload BSc, PGCE, NPQH
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26th October 2018

Dear Parents,

Parent Consultation - Online Appointment Booking

Late Consultations Wednesday 14th November

Early Consultations Thursday 15th November

You are invited to meet with your child's teacher on Wednesday 14th or Thursday 15th November.

We will again be using the online booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made using the online system from today, 26th October and will close on Tuesday 13th November. Should you wish to make any changes after this date please contact the school office.

To book your appointment please visit:

<https://cunninghamhilljnrs.parentseveningsystem.co.uk>

To help us ensure that meetings run to schedule it is important that parents are waiting in the dining room at their allotted time, where your children's books will be available for you to look at.

Please could we urge you to **stick to times and arrive promptly** for your appointments - although we have a clock on display, could we ask parents to help the teachers stick to time by not keeping them longer. Unfortunately, appointments missed due to lateness will have to be carried out on another occasion.

Ms Elbourne-Cload will be available on the night so if you wish to speak to her contact the office in advance.

There will also be an opportunity for parents to sign up to help with or join the PTA on these evenings and we would welcome any support that you can give.

Yours sincerely,

School Office
CHJS