



St Joseph's

Catholic Primary School

Commerell Street, East Greenwich, SE10 9AN

Executive Headteacher: Mrs Lisa Lazell

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Wednesday 11th November 2020.

Dear Parents/Guardians,

Good news! Parent/Teacher Meetings just got a whole lot easier you can now book your appointments online. Parent telephone meetings will be held next week. Please see the dates and times in the link that will be sent to you via text or email. **Please can you add the telephone number in the comment box on which you wish to be called on.**

We will send a link to your mobile phone 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. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. At any time before the Parents Meeting, 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.

Make sure you book your parents meeting ASAP to ensure you get the best time for you.

The link will be sent to you today.

Yours faithfully,

Mrs Jacki Keogh

Head of School