



Est. 1964

Wavell

Community Junior School

Headteacher: Mr. P. Hunter.

Dear Parents/Carers

29 February 2016

Pupil Teacher Mentor Meetings - Online Appointment Booking

I would like to invite you to attend our Pupil Teacher Mentor Meeting on **Monday 7th March 2016** or **Thursday 10th March 2016**, between **3.15pm and 5.55pm**. This is an important evening and provides an opportunity for your child to lead a 10 minute meeting to discuss their learning progress at school. **It is very important that your child attends the meeting with you.** If you have any specific concerns or issues that you wish to discuss with your child's class teacher it may be advisable to make an appointment outside of the Pupil Teacher Mentor Meetings in which you will have more time to discuss them.

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.

Appointments can be made from Monday 29th February 2016 and will close on **Friday 4th March 2016 at 8.00am**. Should you wish to make any changes after this date please contact the school office.

Please visit www.wavellcommunity.parentseveningsystem.co.uk to book your appointments and login with the following information:

Your full name and email address

Child's First Name

Child's Surname

Child's Date of Birth

If you have any difficulty logging in or do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mr P. Hunter
Head Teacher



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