

BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S J Moore

Head of School: Mr S Brunt

**Sandown Drive
Bourne**

Tel: 426968

29th January 2019

Dear Parent/Carer

IMPORTANT INFORMATION - SPRING PARENTS' EVENING APPOINTMENTS

You will be aware from our dates for diaries that our Spring Parents' Evenings are to be held on Wednesday 27th and Thursday 28th of February. Please note that appointments for these evenings will be available through the Parents' Evening Manager on Parentmail only. You will be able to book your appointment from your smartphone, tablet or computer.

You will be alerted once the booking system is open and will then be able to select the time (s) that are convenient for you for each class teacher. It's all very straightforward but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/

Please note that you will have to be registered on Parentmail to be able to book appointments - if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we highly recommend that you download the ParentMail App so that you can book appointments on your phone as soon as the booking system goes live. To do this simply search for 'ParentMail' in your App store. If you have any concerns or queries about the process please don't hesitate to contact the school office on 01778 426968 or by email on BEP.enquiries@abbeyacademies.co.uk.

We'll be in touch in the next week to confirm that the booking system is open.

Thank you for your support.

Yours sincerely



Mr S Brunt
Head of School