



FAIRLANDS PRIMARY SCHOOL

Pound Avenue
Stevenage
Hertfordshire
SG1 3JA

2nd October 2020

Dear Parent/Carer

Parent Consultations will be slightly different this year!

As we are not able to meet face to face, we would like to invite you to book a **telephone appointment** with your child's class teacher.

Parent Consultation calls will commence **Monday 12th October 2020**, through to **Friday 6th November**. Individual teacher availability can be viewed once you log on to the booking system.

Calls will last up to 10 minutes each. This short appointment will give you the opportunity to ask any questions you might have and to find out more about the kind of activities your child will be undertaking during the rest of the school year.

Should you need to discuss any matters in detail with your child's teacher and feel that this will take longer than a 10-minute call, please let your child's class teacher know and alternative arrangements can be made.

The school uses an intuitive and easy to use online appointment booking system. This allows you to choose a convenient time for your child's teacher to contact you. Once you have selected a time slot, you will receive an email confirming this. It is therefore important to ensure you have given us your correct email details AND registered on SchoolGateway.

The booking system opens, **midday on Sunday 4th October 2020** and will close **midday on Sunday 11th October 2020**. Should you wish to make any changes after this date/time please contact the school office, admin@fairlands.herts.sch.uk

Please visit <https://fairlands.parenteveningsystem.co.uk> to book your appointment(s).

If you do not have access to the internet, or have any problems, please contact the school office who will be happy to help.

Yours sincerely

Robert Staples
HEADTEACHER

Headteacher: Mr Robert Staples BA (Hons)
Tel: (01438) 351053 Fax: (01438) 750116 E-mail: admin@fairlands.herts.sch.uk
www.fairlands.herts.sch.uk