



Irthington Village School
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Headteacher Lynn Harrison

Friday 10th January 2025

Dear Parents of Class 1 and 2 pupils

We will be holding a Parents' Evening on Monday 20th January 2025 for pupils in Class 1 and Class 2. The Class 1 appointments will run from 2pm - 6pm and the Class 2 appointments will run from 2.30pm – 6pm.

Appointments will be in 10-minute intervals and can be booked online through the school website with a link set up in your child's Class tab.

The booking system will open on Monday 13th January (when the link will appear) and will close at midnight on Sunday 19th. There are no log in details required you only need to provide your email address.

Once you click on the link it will take you to a separate page titled Parents Evening Appointments and then you will need to follow the steps below:

1. Select Class Teacher from the drop down book, then scroll down;
2. The date is already highlighted;
3. Select a time from dates shown by scrolling down the list. Appointments start at either 2pm (Class 1) or 2.30pm (Class 2) and finish at 6pm with 5.50pm being the last appointment. Any slots already booked will not show;
4. Scroll down and enter your first and last name, then your email address and finally your child's name;
5. Click on 'Book' and you will be shown confirmation of your booking details, with the option to 'Reschedule' - if you wish to change your appointment, 'Cancel' if you want to cancel your booking completely or 'New Booking' if you want to book an appointment for another child.
- 6 You will receive an email to the email address you have entered, an email will also go to the teacher you have made the appointment with and to the school office.

If you need to change an appointment after you have closed down your booking you can go into the email with those booking appointment details and there will be a 'Reschedule' button you can click on. This will take you back to your booking details and gives you the options to 'Reschedule', 'Cancel' or make a 'New Booking.'

We would request that all parents arrive early for their appointments and stick to the 10 minutes allocated to them to avoid appointments over running.

There will be a table in the hall with your child's books on for you to view. Please return them to the table before you leave school.

Yours sincerely

Lynn Harrison