



West Kirby Primary School

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Dear Parents

5th November 2018

Parents Evenings

We will be holding parent-teacher meetings on Wednesday 14th November and Thursday 15th November.

A selection of your child's books will be available outside the classroom for you to look at before or after your appointment.

The meetings are scheduled at ten minute intervals. To keep to time and avoid waiting times, the teachers are trialling the use of a timer in the classroom that will go off after 8 minutes. If you feel you need longer, please speak to your class teacher so that arrangements can be made for a longer appointment at another time.

We are continuing to use the online booking system called Signup Genius to plan appointments. This will give you the opportunity to sign up for teacher appointments directly. It will also mean that you will be able to book and plan your appointments if you have more than 1 child in school. Hopefully this will also ensure less waiting time and a more productive evening.

To sign up for Parents Evening, please follow these simple steps:

1. Go to West Kirby Primary School Website www.westkirbyprimaryschool.co.uk or [Follow this Link](#)
2. Click on School Information tab then Parents Evening
3. Follow link (this will take you to an external site – you don't need to sign up to the site)
4. Click on the class and time slot you require and follow instructions

Please book your appointments by Sunday 11th November. Any problems, please contact the school office.

We value your feedback about our school and will be asking for your views at Parents Evening. We will be holding a Prize Draw. We will put the names of every parent that replies by Monday 19th November into a hat and the winner will be offered a free club of their choice for one child (to be taken this academic year)

Plans for our building extension will be on display in the foyer at Parents Evening. Any comments / questions welcome.

Yours sincerely

Mrs K Takashima
Headteacher

