



St. Gabriel's C. E. Primary School

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St Gabriel's, Blackburn
Deepening Discipleship

Headteacher:
Mrs Belinda Haigh

Chair of Governors:
Mr Norman Reeve

"Stand firm... be courageous" 1 Corinthians 16:13

Dear Parents,

'Telephone' Parents Evenings: Tuesday 24th Nov and Thursday 26th Nov

All change! Parents evenings will be by telephone this year and we are asking you to book your appointment 'slot' online.

Appointments will be booked on a 'first come, first served' basis – so please look out for the invitation text to follow.

On **Monday 16th November at 4.00pm**, we will text a link to your mobile phone which will take you to our online booking system.

TEACHERS WILL USE THIS NUMBER TO CALL YOU AT THE APPOINTED TIME.

Please be aware that most calls will come up as UNKNOWN or NUMBER WITHELD – as most staff will not be using the school's landline.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside the teachers that you can book an appointment with. Please see note below for children in Years 2, 3 and 4.
4. Click 'Please Choose' to be shown a list of available times that you can click to book – make sure you scroll down to see the times available for both days: Tues 24th and Thurs 26th.
5. Click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time up to 12.00pm midday on Monday 23rd November, you can click the link on your phone again to check your booking time or to un-book by clicking the green booked button.

Children in Year 2, Year 3 and Year 4

For some children in Years 2, 3 and 4, you will see two teachers to book appointments with - the class teacher and also Mrs Holmes or Mrs Brown. This is because your child has been receiving English and/or Maths in a small group either as part of our Read Write Inc approach to phonics or due to the opportunity for additional targeted support.

Please ensure you book an appointment with your child's class teacher and their additional support teacher.

Thank you,

B Haigh
Headteacher