



Developing Potential without Limitations

Frieth CEC School
Frieth
Henley-on-Thames
Oxon RG9 6PR
01494 881554

16th October 2018

Parents' Evenings - Online Appointment Booking

Tuesday	30th October	5.30 - 8.00pm
Thursday	1st November	3.30 - 6.00pm

I would like to invite you to attend our Parents' Evening on one of the above dates. This is an important evening and provides you with an opportunity to discuss your child's progress with their teacher.

You can book an appointment with your child's teacher on our easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

To book your appointments please visit
<https://friethcec.parentseveningsystem.co.uk>
The appointment systems opens at **7pm on Wednesday 17th October**
and closes at **midday on Monday 29th October**.

The appointment system will **not** be available to make bookings outside of these dates. You will need to login with your Childs FULL first name, surname and date of birth, and your details, including the correct salutation of Ms/Mrs/Mr.

Should you wish to make any changes after this date, or do not have access to the internet please contact the school office. A link to the system and a short guide on how to add appointments, should you need any help, is on our website on www.friethschool.co.uk/website/parent_consultation_evenings

It is preferable that teachers are able to talk to parents without any children present, therefore we would be grateful if you could please arrange alternative child care for that afternoon or evening.

We would like to emphasise that these meetings are an opportunity to discuss your child's general progress and are not intended to be an occasion to raise specific problems. If you would like to talk at greater length with your child's teacher about any issues which are worrying you, please make a separate appointment.

Appointments will take place in the school hall and will be timetabled at 10 minute intervals. Appointments for siblings will automatically be timetabled with a 10 minute gap in between. In the case of siblings in the same class please get in touch with the office who will be able to remove this gap. We must try to adhere to this timetable as many parents have appointments with other class teachers, we hope you will understand when after 10 minutes the teacher will indicate that the meeting is over.

Yours sincerely

Mrs Jo Reid BA(Hons), PGCE, MA, NPQH
Headteacher