

# BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S J Moore

Acting Head of School: Mr P Bellamy

Sandown Drive  
Bourne

Tel: 426968

18<sup>th</sup> October 2021

Dear Parent/Carer

## IMPORTANT INFORMATION - AUTUMN PARENTS' EVENING APPOINTMENTS YEARS Y1 - 6

Our Autumn parents' evenings are to be held on Tuesday 2<sup>nd</sup> and Wednesday 3<sup>rd</sup> of November. We very much hope to hold meetings in school and to support us in doing that we request that only one parent/carer attends and that you wear a mask if you are able to do so. Children should not attend on this occasion. Rooms will be well ventilated and staff will wear masks too. We will, of course, review arrangements nearer the time dependant on any COVID-19 restrictions.

**Please note that appointments for these evenings will be available through the Parents' Evening Manager on ParentMail only.** You will be able to book your appointment from your smartphone, tablet or computer.

**Bookings will open at 8.00 p.m. on Tuesday 19<sup>th</sup> October 2021.** You will be alerted once the booking system is open and will then be able to select the time (s) that are convenient for you for each class teacher. It's all very straight forward but if you need help you can visit the ParentMail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/) **Bookings will close 24 hours before the first session on each day.**

**Please note that you will have to be registered on ParentMail to be able to book appointments - if you haven't received a registration email or text, please contact the school office.**

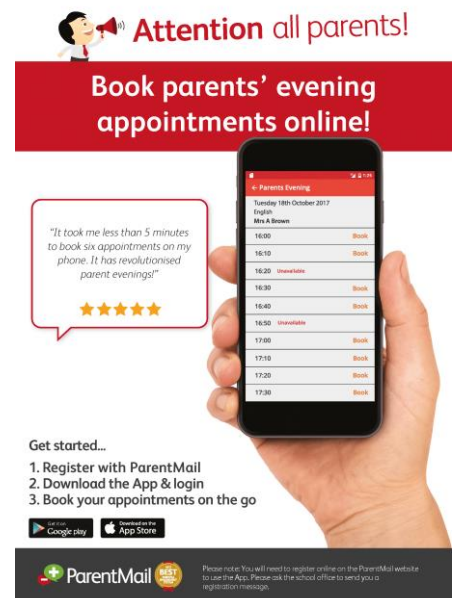
Once registered, if you have an Android or Apple smartphone, we highly recommend that you download the ParentMail App so that you can book appointments on your phone as soon as the booking system goes live. To do this simply search for 'ParentMail' in your App store. If you have any concerns or queries about the process please don't hesitate to contact the school office on 01778 426968 or by email on [BEP.enquiries@abbeyacademies.co.uk](mailto:BEP.enquiries@abbeyacademies.co.uk)

Thank you for your support.

Yours sincerely



Mr P Bellamy  
Acting Head of School



**Attention all parents!**

**Book parents' evening appointments online!**

*"It took me less than 5 minutes to book six appointments on my phone. It has revolutionised parent evenings!"*

★★★★★

Get started...

1. Register with ParentMail
2. Download the App & login
3. Book your appointments on the go

Available on Google play and the App Store

ParentMail

Please note: You will need to register online on the ParentMail website to use the App. Please ask the school office to send you a registration message.