

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

3rd February 2022

Dear Parent/Carer

IMPORTANT INFORMATION - SPRING PARENTS' EVENING APPOINTMENTS RECEPTION - YEAR 6

Our Spring parents' evenings are to be held on Tuesday 1st and Wednesday 2nd of March. We plan to hold meetings in school and to support us in doing that we request that only one parent/carers 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 8th February 2022. 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/ **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, 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

Thank you for your support.

Yours sincerely



Mrs S J Moore
Executive Headteacher



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



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.