BOURNE ELSEA PARK CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs L Jordan
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Sandown Drive
Bourne

Tel: 01778 426968

12th January 2026

Dear Parent/Carer

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

You will be aware from our dates for diaries that our Spring parents' evenings are to be held on **Wednesday 4th and Thursday 5th February 2026.** Each appointment will be for 10 minutes only so that everyone has the opportunity to be seen. If you feel you need more time, please make an appointment for a date after parents' evening (this is very important to ensure that other parents/carers are not kept waiting). In order to ensure that we're able to meet with all families, we're offering one 10-minute appointment per pupil across both evenings. We encourage pupils to attend the meeting with parents/carers.

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 Wednesday 14th January 2026. 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 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.

Access to school will be via the front office. We look forward to seeing as many of you as possible. If you are not able to make either evening, please contact your child's teacher to ensure that you arrange a mutually convenient telephone appointment as it is very important for staff and parents/carers to liaise with each other.

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

Jordan

Mrs L Jordan
Executive Headteacher

