



Ellingham Primary School
Strong roots for flourishing futures



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Dear Parents and Carers

Parent / Teacher Consultation Day – 17 October 2016

On Monday 17 October 2016 we will be holding our parent-teacher consultations for all children in Reception to Year 6. This is your opportunity to meet with your child's teacher and discuss their progress.

School will close at 1.15pm that day and you will need to collect your child at that time on 17 October. Appointments start from 1.30pm, with the last available appointment at 7.20pm. Mrs Cook will be around if your child has Special Educational Needs and you wish to speak with her.

Online Booking System

You will need to book your appointment using the online booking system. Bookings open at 7.00pm this evening.

Please see the attached Guidance Sheet on how to log in and book your appointment. The system is very user friendly, however if you do need assistance logging in, the office will be happy to assist you. Guidance and links can also be found on the school website at <http://www.ellinghamschool.co.uk/page/?title=Booking+System&pid=426>

If you do not have access to the internet, please contact the school office who will be happy to make your booking(s) on your behalf.

Yours sincerely

Admin Team