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Education Department
Giffnock Primary School
Academy Road
Giffnock G46 6JL

Dear Parent / Carer

10th October 2019

**PRIMARY – Parents’ Meetings - Online Appointment Booking
Wednesday 6th and Thursday 7th November 2019**

I would like to invite you to attend our Parents’ Meetings on Wednesday 6th or Thursday 7th November. The meeting is designed to give you an opportunity to meet your child’s class teacher, review and discuss their progress this term and read over some of their class work. Within the classroom, your child is involved with conversations about their learning on a daily basis. We share targets, comment on progress and agree next steps together. As part of this process, I would like to invite your child to join the last few minutes of your meeting as this will allow your child to be further involved in the process and indeed their learning. We do however understand that you may prefer to meet without your child and this is of course absolutely fine. Each meeting will last approximately ten minutes. Although we understand that you may have to bring other children with you, as a courtesy please ensure that they remain with you at all times. **Please note that on this occasion appointments will take place in your child’s classroom and 10 minute warning bells will sound to indicate the start and end of each individual appointment.**

You are already familiar with the 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. Appointments can be made from Tuesday 22nd October (21:00) and the booking system will close on Sunday 3rd November at midnight. The booking system will only accept bookings from one “main carer” which for the majority of families has been set as the mother. However, this is not always the case and if you experience problems in logging in then please try to log in using the father’s details. We expect that appointments will fill up quickly and advise you to access the system as early as possible, particularly if you have more than one child. Where possible, please avoid “consecutive” time slots for siblings so that time is allowed for getting to your next appointment.

Where appropriate for your child, you are also able to book a separate appointment time with our Support for Pupils teachers, Mrs Carney and Miss MacLeod, if you wish to speak to them about any specific matter with regard to your child’s learning. Please select the Support for Learning Appointment option on the online booking system – Miss MacLeod is only available on Wednesday 6th November and Mrs Carney is only available on Thursday 7th November.

Please visit <http://giffnock.parenteveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments has also been forwarded by email for easy reference). Please login with the following information:

Student’s First Name

Student’s Surname

Date of Birth

If you do not have access to the internet, please contact the school office. We look forward to welcoming you into school.

Yours sincerely

Rob Lawson
Head Teacher