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Education Department
Giffnock Primary School
Academy Road
Giffnock G46 6JL

28th February 2020

Dear Parent / Carer

NURSERY – Parents’ Meetings - Online Appointment Booking

Wednesday 18th and Thursday 19th March 2020

I would like to invite you to attend our Parents’ Meetings on the above dates. The meeting is designed to give you an opportunity to meet your child’s key-worker, review and discuss their progress this term and look over some of their work. Each meeting will last approximately ten minutes. It is not a requirement for your child to attend the meeting although we understand that you may wish to bring children with you; as a courtesy we request that they please remain with you at all times. **As usual appointments take place in the nursery classroom and 10 minute warning bells will sound to indicate the start and end of each individual appointment.**

Some of you will already be familiar with the easy to use online booking system which is used for both nursery and primary appointments. This system allows you to choose your own appointment times with nursery staff and you will receive an email confirming your appointments. Appointments can be made on Wednesday (between 16:00 and 17:50) or Thursday (between 16:00 and 16:50) with Mrs Bell (Red Group), Mrs McWilliam (Blue Group), Miss Scott (Green Group) and Mrs Drummond (Yellow Group). Please note that Mrs Drummond and Mrs Montes will both be attending for the Yellow Group but we can only show Mrs Drummond’s name on the booking system. The nursery staff can give you further guidance regarding this if required

Appointments can be made from Monday 2nd March (21:00) and the booking system will close on Sunday 15th March 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.

Please visit <http://giffnock.parentseveningsystem.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



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