

Our Ref: MR/NP
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Date: 24 October 2022



Education and Families
Head Teacher (Acting)
Mrs M Reid
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& Nursery Class**
Raebog Road
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Dear Parent/Carer

A parent's consultation evening for you to discuss your child's progress has been planned for Thursday 10 November 2022.

We continue to use the NLC Parent Portal booking system in line with the rest of the authority for booking appointments, please double click on the link below, it will take you to the booking page where you can login by putting in your name and your child's information. Please make sure you put in your child's legal surname, so the system recognises you: www.parents-booking.co.uk/newmonklandprimary

Below is the link to a video that will show you how to book an appointment (if you are unsure), please double click link: <https://knowledge.parents-booking.com/support/instructions-for-parents/>

The booking system will open on 27 October at 10am and close on 3 November at 5pm. If you do not book an appointment, we will take it that you are happy with the progress your child is making and do not wish to meet with their teacher. If there are unforeseen circumstances where you really cannot attend, then please contact us and we will try to arrange an alternative. Can we also ask that where possible only adults attend as it will only be the hall that will be open, classes and the rest of the building will remain closed as we have no janitorial staff at night.

We would ask that children do not attend as we will not have the facilities open to accommodate everyone (**we will be having an open morning on Friday 18 November; you will get a letter regarding this. It will give you an opportunity then to come in and see your child's class/work etc then**). If you have no other alternative, then you can bring your child but please keep in mind they are your responsibility, and we do not have enough support staff available to monitor children during parents' evenings. Jotters will be available for you to view in the hall and your child's class teacher will direct you to these on the night.

Kind Regards

Mrs Reid

Head Teacher (Acting)



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