

Cornerstone Church of England (VA) Primary School

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Mr T Clarke Headteacher



*Building our Community with Love, Forgiveness and Hope
Growing an Exceptional Learning Community*

03 November 2015

Dear Parents

Year 2 & Year 3 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening for Year 2 & Year 3 on the following dates:

Tuesday 17th November between 3.30 p.m. – 6 p.m.

Thursday 19th November between 3.30 p.m. – 6 p.m.

We will operate an appointment system with each consultation lasting 10 minutes.

In order for the evenings to run smoothly and on time for you all, please could we ask that if you have a specific issue you would like to discuss you speak to your child's class teacher as soon as possible. They will then arrange an alternative, mutually convenient, date and time to meet you.

The school has introduced a new intuitive and 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. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from now and will close on the 13th November. Should you wish to make any changes after this date please contact the school office.

Please visit <https://cornerstone.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Please login with the following information:

Pupil's First Name (this may be their preferred or legal first name, so please try both)

Pupil's Surname

Registration Class i.e. Penguins or Dragonflies

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Tim Clarke
Headteacher

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