

# 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*

25 January 2016

Dear Parents,

## **Year 3 Parents' Evening - Online Appointment Booking**

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

Tuesday, 23<sup>rd</sup> February 2016 between 4 pm – 7 pm  
Thursday, 25<sup>th</sup> February 2016 between 3.30 pm – 6 pm

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 first. They will then arrange an alternative, mutually convenient, date and time to meet you.

We will continue to use the online appointment booking system, which allows you to choose your own appointment times with teachers. Each appointment slot will last 10 minutes and you will receive an email confirming your appointments.

Appointments can be made from now and will close on the 16<sup>th</sup> or 23<sup>rd</sup> February, depending on which date you choose. 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

*"This is a happy school where pupils achieve well in terms of their personal, as well as academic development and are growing up as responsible caring young people." Ofsted 2015*