**School Name Here**

School address and post code here

 Mrs AJ Smith Tel : 01111 222333

 Headteacher E-Mail: hello@schoolname.com



27th September 2020

**Parent-Teacher Meetings**

You are invited to make appointments for the school’s next parent-teacher meetings. These meetings will be made available to boo online.

The parent-teacher meetings are on **Wednesday 26th February** **and Thursday 27th February** for all year groups.

To make your appointments please login at: [https://parents-booking.co.uk/<unique-school-address>](https://parents-booking.co.uk/%3Cunique-school-address%3E)

**To login you will need to enter:**

* Your first name and surname
* Your child’s first name, surname and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **6pm on Wednesday 12th February** until **midday (12pm) on Wednesday 26th February.**

After you have made your appointments you can choose to print or e-mail a confirmation.

**Troubleshooting Tips**

* If you cannot login please contact the school office.
* The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

If you are unable to book at home, please contact the school office for help.

Kind regards,

Mr/Miss/Mrs/Ms [Headteacher Name]

Headteacher