



HARROWBARROW SCHOOL

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Headteacher: Mr A J Hunt

24th January 2023

Dear Parent/Carer

I am writing to confirm that the school will be closed for pupils on **Friday 31st March 2023** for our annual Pupil Progress Review Day.

These face-to-face sessions provide an opportunity for you to discuss your child's progress with their teacher and to find out about important next steps in their learning. For parents who need to bring their children with them, supervisory cover will be provided by the classroom support assistants whilst you are in consultation with the teacher. Further details regarding the organisation for the day will be sent to you nearer the time.

Your child's/children's work will be available for you to look at in the waiting areas before or after your appointment.

We are using our online appointment system which will enable parents to book their appointments from Thursday 26th January when the system will go live.

We will send a link to your mobile phone & email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will also give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Consultation Session, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your appointment ASAP to ensure you get the best time for you.

If you are unable to book online, please telephone the office and we will make the appointment for you.

Kind Regards

Andrew Hunt
Headteacher