

**High Wycombe Church of England School**  
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Headteacher: Mrs C Hawkins BEd (Hons), NPQH



*Be strong and  
courageous.....for  
the Lord your God is  
with you*

18<sup>th</sup> October 2024

Dear Parent/Carer

**Parents Consultation Evenings**  
**Tuesday 19<sup>th</sup> November 4pm – 7pm and Wednesday 20<sup>th</sup> November 2024 4pm – 6.30pm**

Our Parent Consultation Evenings will take place in the School Hall on Tuesday 19<sup>th</sup> November and Wednesday 20<sup>th</sup> November 2024.

Each appointment is ten minutes, but if this proves to be insufficient you are welcome to make a further appointment at a mutually convenient time.

**Online Booking System**

We will be using our online booking system for arranging teacher meetings this Parents Evening, which will work in the following way:

1. When the booking system is live you will receive an invitation via email from '[notifications@primarysite.net](mailto:notifications@primarysite.net)' for each child's Parents Evening (please note that only the primary email contact will receive this)
2. The booking system will be live from 7.00pm Tuesday 22<sup>nd</sup> October 2024
3. Open the email and click on the button that says 'Book your time slot'
4. Select a time slot for your child
5. **PLEASE ONLY BOOK ONE APPOINTMENT PER CHILD ON ONE NIGHT ONLY**
6. Repeat this process for each child
7. Once your booking has been made you will receive a confirmation email – there will be no paper communication
8. You are able to log back in and make changes until the booking system closes
9. The booking system will close at 9.00am Monday 4<sup>th</sup> November 2024 and you will not be able to add or change any appointments after this time



## Head Teacher Appointments

I will be available on both evenings for parents to discuss any matters concerning their child or school life. Please make an appointment with the school office.

**Please contact the office if you have any problems with this new process and we will do our best to help.**

We look forward to seeing you on these evenings.

Yours sincerely



Mrs. C Hawkins  
Headteacher

