

Park Junior School

Together We Make A Difference

Head Teacher Mr David Tebbutt

Deputy Head Mrs Jenny May



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21st October 2025

Dear Parent/Carers

Parent/Carer Consultations

There will be an opportunity for parent/carers to have a ten-minute discussion with their child's teacher on Tuesday 11th November 3.40pm – 6.00pm or Wednesday 12th November 3.40pm – 6.00pm. All appointments will be face to face.

You will also have the opportunity to view your child's school work. We very much encourage everyone to attend as discussions will be based around children's achievements as well as future targets.

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|--------|--------------|------------------------|
| Year 3 | Work in 3JW | Appointments in 3KY |
| Year 4 | Work in 4VdB | Appointments in 4JD |
| Year 5 | Work in 5LL | Appointments in 5VT |
| Year 6 | Work in 6SM | Appointments in 6HM/JM |

Appointments can only be booked on our online booking system using 'Parents' Evening Manager' on Parentmail FROM 7.00PM TODAY. You will be able to book your appointments from your smartphone, tablet or computer.

You will be alerted instantly by email once the appointment booking goes live and you will be able to select appointment times that are convenient to you, provided the slot has not already been booked. If you need support with this, please contact the school office or visit the ParentMail help site: <https://www.parentmail.co.uk/help/parenthelp/>

Please note you will need to be registered on ParentMail to be able to book appointments. If you have not received a registration email or text, please contact the School Office. Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail app so you can book appointment on your phone as soon as the system goes live. To do this, simply search for "ParentMail" in your App store.

If you have any queries with the process, please contact the School Office as soon as possible.

Yours truly,

David Tebbutt (Headteacher)

