

# Achieve, Believe and Create Together



KINGSKERSWELL CHURCH OF ENGLAND PRIMARY  
SCHOOL

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Dear Parents/Carers,

Re: Parent/Carer Consultation Meeting  
Appointments Tuesday 5<sup>th</sup> March and  
Wednesday 6<sup>th</sup> March 2024

We are pleased to inform you that we will be holding our parent consultation appointments on the above dates this term.. We **will not** be offering online meetings only face to face, however we will continue to use the online booking system for you to make your appointments. All parent consultation meetings will be taking place on Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> March 2024.

**Appointments will last for 10 minutes (without exception).** If your child is in Crocodile or Cougar class, your meetings will be split between both teachers so when you book your meeting you will see that there are 2 x Cougar and Crocodile class names in the drop-down menu; you may choose the date and time that is most convenient for you with either teacher.

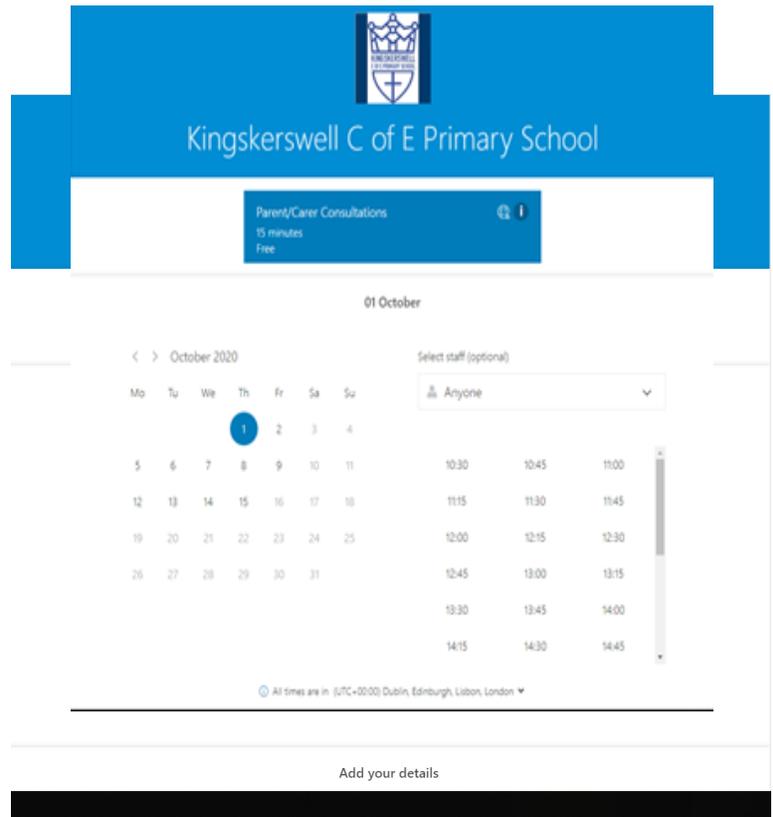
For those parents who are separated, and where both have parental responsibility, we would very much appreciate it if you are able to make **one** appointment together. This would be the most helpful

for the teacher and ensure that both parents receive exactly the same information; however, if separate appointments are more workable, please do make two separate appointments.

To book an appointment with your child's class teacher, please click [here](#) and you will be taken to the bookings page where you will need to select your child's class. Alternatively, type or copy and paste this link into your search engine and you will be taken to the bookings page:

<https://outlook.office365.com/owa/calendar/KingskerswellCofEPrimarySchool@kingskerswell.devon.sch.uk/bookings/>

There is also a link on our website which will also take you to the bookings page. The bookings page looks like this; there is a separate booking for each class. If you have more than one child at the school, you will need to select the class for each child separately. You will need to scroll to the date you would like your face-to-face meeting with your child's class teacher – and select your child's class from the drop-down list of classes. You can then select an appointment time. You need to enter **YOUR CHILD'S NAME (NOT YOUR OWN)** and **YOUR** email address on the booking form.



**Please make sure that you click the 'book' button at the bottom of the page when you are ready to make your appointment**

Once you have made your booking, you will receive a confirmation email. This will be sent to the email address you have entered on the booking form. You will also receive an email reminder 1 week and two days before your appointment and again one day before your appointment.

You will be able to book an appointment up to one day before the scheduled meetings, however, please could you book your appointment as soon as possible to allow teachers to plan for the meetings.

I hope you find these meetings helpful and informative. If you have any questions, or queries please contact [admin@kingskerswell.devon.sch.uk](mailto:admin@kingskerswell.devon.sch.uk).

Best wishes  
Karen Strachan  
Deputy Headteacher

