



**The Federation of  
Hackbridge Primary School and Spencer Nursery School**

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16/11/2021

Dear Parent/Carer

**Parent/Teacher Consultation Rescheduled Seals Class - Online Appointment Booking**

**Thursday 25<sup>th</sup> November 2021 1.30 – 6.30pm**

The school is continuing to use the online appointment booking system for the upcoming Parent/Teacher consultations. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment/s.

**All appointments with the teacher will be held virtually, so please see the attached information sheet that will assist you with this.**

Appointments can be made from 9.00am on Wednesday 17<sup>th</sup> November and will close at midnight on the day before the date above. Should you wish to make any changes after this date please contact the school office.

**Please be advised that only one appointment is available per pupil and the booking will need to be made by the parent who is our 'first contact'.** We recognise that some children have parents that are separated. Where separated parents both wish to attend the Parent/Teacher Consultation, we expect that they jointly attend the same Parent/Teacher Consultation appointment in the ethos of positive co-parenting.

School Cloud have now added a facility so that the parent making the booking can share this appointment link with another parent/carers so that both parents can attend the same virtual appointment. Should you have any difficulty with this, please contact the School Office.

Please visit <https://Hackbridge.parenteveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

Please login with the following information:

Student's First Name  
Student's Surname  
Students Date of Birth

If you do not have access to the internet or you have any queries, please contact the school office.

Yours sincerely

Mrs E Walford  
Headteacher