

Torriano Primary School

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Headteacher: Helen Bruckdorfer BA

Monday, 16 October 2017

Dear Parents/Carers,

Parents' evening for Nursery and Reception will be taking place on the 31st October and 1st November.

In order to book an appointment for parents' evening, please use our online booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from the 16th October and will close on the 1st November. Please note they are allocated on a first come first served basis.

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

To log on to the system you will be asked to enter the following information:

- o Parent/Carer forename & surname
- o Parent/Carer email address (**Please note you must include an email address when making the booking in order to successfully log in**)
- o Student's forename & surname
- o Student's class (Nursery, Reception Y, Reception M)

If you have a child with Special Educational Needs (SEN) you will have a structured conversation meeting instead of parents' evening. Your child's class teacher will arrange an appointment with you. If you are able to attend your structured conversation meeting, please do not book a parents' evening appointment time.

If you have any questions regarding this or require support with booking an appointment, please do not hesitate to contact me or a member of the admin team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Maria Lewis'.

Maria Lewis
Community and Leadership Support

