



Mornington Primary School

Mornington Crescent, Nuthall, Nottingham NG16 1RF

Headteacher: Carla Smith

T: 0115 975 7745

e-mail: office@morningtonprimary.org

Website www.mornington.notts.sch.uk

Wednesday 21st February 2024

Dear Parent/Carer

Parent Consultation Meetings

Our Spring Term Parent Consultation meetings are coming up soon and we invite you to book a slot with your child's class teacher. Parents meetings are an important part of our year as they give all parents the opportunity to discuss how their child is progressing and how we can work together to make this as effective as possible.

Our parent's evening in March will be a hybrid offer. **Tuesday 19th March** will be a **face-to-face** appointment and **Wednesday 20th March** will be an **online** appointment. Appointments will continue to be booked online via the booking app for both evenings. Families need to book an appointment on one of these two days to see the class teacher: there are no alternative dates.

To ensure that the evenings run smoothly both online and face – to – face meetings will be strictly limited to 10 minutes (which includes the entering and exit time of the classroom). This allows the teachers to keep to time.

We ask that parents choose the date with the style of appointment that they wish to book. These are set and there is no opportunity to swap a style of meeting to another day.

If no appointment is booked by the deadline, then the class teacher will allocate you an appointment to attend.

You are invited to make an appointment with your child's class teacher on:

- **Face to face : Tuesday 19th March** between **3.30 p.m. and 6.30 p.m.** or
- **Online : Wednesday 20th March** between **3.30pm and 6.30 p.m.**

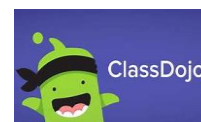
We are once again using the online booking system, **Microsoft Bookings** to book Parent Consultation meetings. We have produced a useful guide for you to follow which will be sent with this letter. There is a separate event for each evening – please ensure you choose the correct day.

✔ SELECT A SERVICE

Spring Parents evening - IN PERSON <input type="radio"/>	Spring Parents evening ONLINE <input type="radio"/>
You will come into school to meet your chil... Read more 10 minutes	This is chance to review your child's progre... Read more 10 minutes

You can access the parent booking system via the following link:

<https://outlook.office365.com/owa/calendar/MorningtonPrimarySchool@morningtonprimary.org/bookings/>





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Once on the link, you can:

- Choose your preferred date
- Select your child's class teacher from the drop-down menu. Please ensure that you choose the correct teacher as all will be listed.
- This will then show you the available time slots.
- Choose your preferred time slot and fill in your contact details
- Answer the supplementary questions indicating your child's name.
- You will receive an email with the 'Teams' link in to access the meeting if your slot is an online one.

The booking window will be open from 5.00pm on Thursday 23rd February to 5pm on Wednesday 13th March.

If you experience any issues, please refer to the guidance information or contact the school office for support.

We look forward to seeing you.

Carla Smith

Head teacher



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