



# Puddletown Church of England First School

We care enough to try our best in all we do because we are wonderfully made: made to love, made to flourish, made to be unique

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29<sup>th</sup> September 2023

Dear Parent/Carer,

## **Parents Teacher Meetings - Online Appointment Booking**

We are pleased to invite you to meet with your child's teacher on:

**Monday 16<sup>th</sup> October – 3.30pm – 6.30pm**

**Wednesday 18<sup>th</sup> October – 2.00pm – 5.00pm**

*This is an important evening and provides you with an opportunity to discuss your child's progress and development. If you are unable to come in during either of these times then please let us know and we can arrange an alternative time.*

In recent years the school introduced a new intuitive and easy to use online appointment 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 Monday 2<sup>nd</sup> October at 6pm and close on Friday 13<sup>th</sup> October at midday. Should you wish to make any changes after this date please contact the school office.

Please visit <https://puddletownfirst.parentseveningsystem.co.uk> to book your appointment. A short guide on how to add appointments is available on the website under *Parent & Carers – Letters & Diary dates*, titled Parents' Guide for Booking Appointments.

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

Mrs Seal  
Head of School



INVESTORS IN PEOPLE



CHARTER  
STANDARD  
SCHOOLS

