

1 March 2019

Dear Parents

### **Parents' Evenings – appointments**

Parents' evenings will be held on Tuesday 12 March and Thursday 14 March 2019.

There will be 10-minute appointment slots available between the times of 3.40 pm and 6.00 pm. Years R, 1 and 2 appointments will be held in the Junior Hall and Years 3, 4, 5 and 6 appointments will be held in the classrooms.

The online booking system to make these appointments will be live from 6.00pm on Monday 4 March until 12 noon on Monday 11 March 2019.

If you would like to discuss your child's progress with their class teacher, please see the guidelines below: -

Go to the school website ([www.portswood.southampton.sch.uk](http://www.portswood.southampton.sch.uk))

Select parents then select parents' evenings

Guidelines on how to book an appointment will be displayed on the screen.

Should you have any difficulty logging onto the booking system please contact the school office. You will be given a Data Collection Sheet – please take this home and use the information on it to make the booking and then return this sheet to the school if amendments need to be made.

If you do not have access to the internet, please contact the school by Friday 8 March 2019 and we will make an appointment on your behalf.

Yours sincerely

Tony Head  
Principal