



3<sup>rd</sup> July 2024

Dear Parent/Carer,

**Re: Parent Consultation Evening Summer Term 2024 – Monday 15<sup>th</sup> July**

Parent Consultation evenings will be taking place this term on **Monday 15<sup>th</sup> July** providing teachers will the opportunity to talk to you about your child's wellbeing and progress, as well as their attitude to learning.

To book your child's appointment please visit the school website [www.fallingspark.org.uk/parent-consultation-evening](http://www.fallingspark.org.uk/parent-consultation-evening) or **click on the Useful Links tab on School Gateway – where you will find a link to Parents Evening.**

All appointments will be held in person in your child's classroom. Entrance to the school will be through the following entrances:

**Parents/ Carers of Early Years and KS1 Pupils:** Entrance and exit through the Parent Hub.

**Parents/ Carers of KS2 Parents:** Entrance through the double doors by the KS2 playground, exit through Parent Hub.

Thank you for your continued support.

Kind regards,

Mrs S Pedley  
Head Teacher  
Fallings Park Primary School



# BOOKING PROCEDURES

**Step 1** – visit [www.fallingspark.org.uk](http://www.fallingspark.org.uk)

Click On Parent Consultation Evening on the Parents Tab



**Step 2** – Select a Class



**Step 4** - Select 15<sup>th</sup> July on the calendar

**Step 5** – All available time slots for the teacher will then show below. Select a time slot.



**Step 6** – Scroll to the bottom of the page and complete the required Pupil and Parent Contact Details. Click BOOK

**Step 7** – You will receive an email confirming your booking.

Provide additional information

Pupil Name

Pupil Class

Parent Name

Parent Contact Telephone Number

Home address

BOOK

