



21<sup>st</sup> September 23

Dear Parent/Carer,

**Re: Parent Consultation Evening Autumn Term 2023 – Thursday 5<sup>th</sup> October**

Parent Consultation evenings will be taking place this term on **Thursday 5<sup>th</sup> October**, providing teachers will the opportunity to talk to you about how you child has settled into their new year group and share progress about your child/ children's learning in school.

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

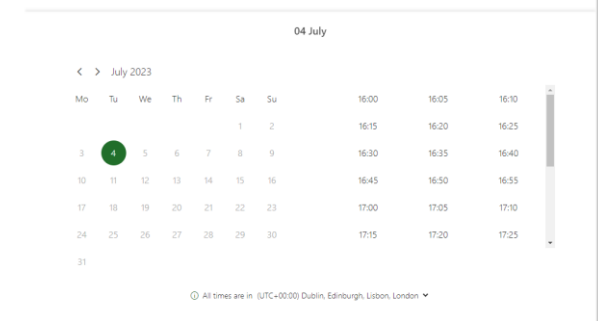


**Step 2** – Select a Class



**Step 4** - Select 5<sup>th</sup> October 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's Name

Pupil's Class

Parents Name

Parents Contact Telephone Number

Email address

