

Pheasey Park Farm Primary School and Early Years Centre

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Head Teacher: Mrs S Arnold

Early Years Centre Managers: Miss T Ilsley and Mrs L Smith



PHEASEY PARK FARM
Primary School &
Early Years Centre

Tuesday, 28th September 2021

Dear Parents and Carers,

Reception - Year 6 Parents Evening Autumn Term

I am writing to inform you that Parents Evening for Reception to Year 6 will take place on Monday, 4th October and Wednesday, 6th October. Appointments will be made via Teams.

Appointments will be available between 3.40pm and 5.20pm on Monday, 4th October and 4.00pm to 7.30pm on Wednesday, 6th October. There will be a 5-minute time allocation in order to ensure that each parent can be catered for in the time available.

Appointments will be released via Pay360 (previously SIMS Pay) after school today at 6pm. Please note that Pay360 will be the only way to book an appointment. Appointments will be on a first come first served basis, however, please note there will be enough appointments for all parents.

Appointments can be found within Events in Pay360 and you should choose one appointment slot per child. Please add your chosen appointment to your basket and ensure you complete the checkout process. If the appointment option does not allow you to add it to the basket it indicates the appointment is no longer available and you will need to choose again. You will receive a confirmation email from Pay360 of your appointment.

You will be able to select an appointment via Pay360 until 4pm on Thursday, 30th September when the booking system will close. Please expect an invitation to your child's appointment from the Class Teacher via the parent email address on your child's school record.

Parents access the Teams Meeting by clicking the Join Microsoft Teams Meeting link in the email. Instructions will be provided. To access on a mobile phone or tablet, parents will need to download the TEAMS app. Please download the app in advance of your appointment time. Parents do not need a camera on their device to access a Teams meeting.

Please note that this appointment will be to discuss how your child has settled into school and to check their well-being and will not make reference to academic progress at this point.

Thank you for your ongoing support.

Yours sincerely,

Mrs S. Arnold
Head Teacher

