



Hayes Primary School
George Lane
Bromley
Kent
BR2 7LQ

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@Hayes_Primary



Friday 12th November 2021

Dear Parents and Carers,

Re Parents' Evening December 2021

Parents' Evening will take place on the following dates for all year groups:

Tuesday 7th December 3:30pm-7:00pm

Thursday 9th December 3:30pm-7:00pm

How Parents' Evening will work

We would like to give you the option of whether you would like to have your parents' evening appointment in person or by phone.

Both options will allow a ten-minute conversation with your child's class teacher to discuss their first term at school and the progress and attainment they have made in the different curriculum subjects.

Face to face option

Meetings will be taking place in your child's classroom (school map attached). This is to ensure we do not overcrowd the halls and so that staff and parents can safely socially distance from one another.

You may have more than one child in school and need to wait between appointments. If you do, please wait in the **large hall** and not outside the classrooms. Please only go to the classroom at your appointment time and not before. Access to the school will be through the door at the back of the large hall nearest the parent car park.

The parent car park will be open after school street restrictions end at 3:45pm.

If you would like a face to face appointment, when you book your time slot, there is pop up box that asks you to confirm your time and then **'Add Message for Teacher?'** Please write in this section **'face to face'**

Add Appointment

Are you sure you want to add the appointment with at

Add Message for Teacher?

Face to face

Save Cancel

Phone call option

If you would like the phone call option, when you book your time slot, there is pop up box that asks you to confirm your time and **'Add Message for Teacher?'** Please write in this section **'phone call'**.

Add Appointment

Are you sure you want to add the appointment with at

Add Message for Teacher?

Phone call

Save Cancel

Your child's class teacher will phone you at your allocated time. Please note that the phone call may come from the school number or from a 'no caller ID' number.

How to book your appointment

To book your parents' evening appointment, you will need to book it when the booking system opens for the date you would like to book. Please see the attached user guide for information on how to make your appointment:

Parents' Evening: Tuesday 7th December

Booking opens – Tuesday 23rd November at 8pm

A Spring Partnership Trust School | Registered office: George Lane | Bromley | Kent BR2 7LQ

020 3121 1144

contact@springpartnershiptrust.co.uk

springpartnershiptrust.co.uk

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Booking closes – Tuesday 30th November at 8pm

Parents' Evening: Thursday 9th December

Booking opens – Thursday 25th November at 8pm

Booking closes – Thursday 2nd December at 8pm

If you require different access arrangements for parents' evening, please email the school office to let us know.

With best wishes,



Miss Hughes
Deputy Headteacher