

ELVINGTON CHURCH OF ENGLAND PRIMARY SCHOOL



'Working Together We Can All Achieve Success'

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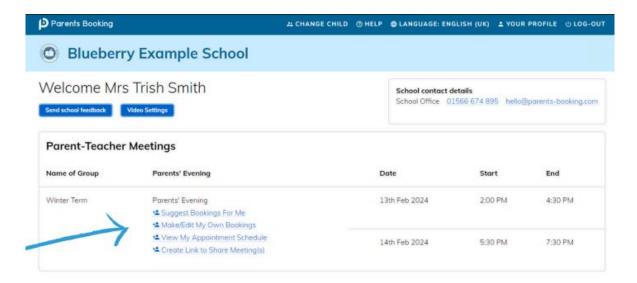
Friday 10th January 2025

Spring Term Parents' Evenings

Dear Parents and Carers,

We will be continuing to use our online booking system for the upcoming Parents' Evenings on **Tuesday 11th and Thursday 13th February.** The aforementioned booking system will be provided by *Parents Booking* and will enable parents/carers to make their own bookings within the available time slots.

Meetings will be taking place between 3:30pm and 6:30pm.



The online booking system will open on **Monday 13th January at 6pm** and close at **10pm on Sunday 2nd February** (https://parents-booking.co.uk/elvingtonprimary). Please ensure your time slot is reserved by this date and time.

Each appointment will last up to ten minutes (this will enable us to keep to timings), we appreciate your support with this.

Please enter and exit the school via either of the main doors that lead into the reception area, as other entrances will be unavailable on both evenings.





Although fires are thankfully a very rare occurrence in schools, everyone needs to be aware of what to do in an emergency situation. This paragraph is to inform you of what to do in the event of a fire or power outage during a school event such as a Parents' Evening or Christmas performance. If you are in the school hall and there is an emergency, then the hall door that leads on to the playground are for parents/carers to use to exit the building. If you are in a classroom, then please exit by the nearest marked exit point.

If you would prefer to have either a phone call or Google Meet, with your child's class teacher, this can be arranged via the School Office (office@elvingtonprimary.org.uk). The aforementioned would need to take place outside standard Parents' Evening hours.

If you have not received an email invitation from *Parents Booking* by 6pm on Monday 3rd February, please contact Mrs. Greening as soon as possible. Please check your junk/spam folders in case the email has been stored there.

Yours sincerely,

Mr. Andrew Buttery