



**PERIVALE**  
PRIMARY SCHOOL

Federal Road  
Perivale  
Ealing  
UB6 7AP

Tel: 020 8997 0619

Tuesday 12<sup>th</sup> October 2021

Dear Parent/Carer

**Autumn Term 2021 Open Evening (via zoom)**

Autumn term open evening for **Reception and Y1 to Y6 classes** will take place on **Wednesday 20<sup>th</sup> October** and **Thursday 21<sup>st</sup> October**. This is an opportunity to find out how your child is progressing and share your child's targets with you.

We use an **online booking system** for open evening appointments via zoom (10 minutes per child). You will receive a link to your mobile phone. Parents will be able to see all of the available appointment times for teachers and choose which time is convenient.

**Please follow these simple steps to book your slot:**

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.

Parents can click the link on your phone again to check your booking time or even un-book by clicking the green booked button. The deadline for making or amending any bookings will be on, **Monday 19<sup>th</sup> October**.

If you have any issues with booking a time for your child/children, please speak to a member of the school office team.

Yours sincerely

*Miss A Daley*

Head Teacher