



# BARLEY LANE PRIMARY SCHOOL

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Headteacher: Mr M Henry

05<sup>th</sup> October 2021

Dear Parent and Carers

## Parent Consultations Online Booking Half Day: Thursday 21<sup>st</sup> October 2021 (2-7p.m.)

Your child's class teacher would like to meet with you via Zoom on Thursday 21st October between 2.00pm - 7.00pm. Meetings will be strictly 10 minutes each. A Zoom code will be provided prior to the meetings.

As mentioned in previous school newsletters & emails, school will close at 1.30pm on the 21st. Please make the necessary arrangements to ensure your child is collected promptly.

We will use the [Parents Evening](https://barleylane.parenteveningsystem.co.uk) system for bookings. Please find below all the relevant details you require in order to log in and book an appointment. Appointments will be open to book from Thursday 7<sup>th</sup> October **at 10.00a.m** via <https://barleylane.parenteveningsystem.co.uk>. You will also receive a text message and a link to the online booking system from us.

This [guide](#) provides detailed information on how to log in and complete the process. It is important that the information you input to log in matches what you have provided us. If you have supplied us with an email address, providing it matches our system, you will receive a confirmation email of your appointment booked. If you do not have a valid email address, you can still log in and book an appointment but you will not receive a confirmation email, so in this instance, please ensure you make a note of the time you have booked or if possible print a copy.

If you have more than one child, you can enter any of your children's names first and then click the link to add another child. When you click on this link, a box will appear and you add your other child(ren)'s details.

The online booking system will close at 12.00pm on Thursday 21<sup>st</sup> October 2021.

You can access all relevant information on our school website: <http://www.barleylane.redbridge.sch.uk/parents/parent-consultation>, including the booking link, this letter and a Parents' Guide for Booking Appointments.

Should you have any queries, please do not hesitate to contact us via the school office.

Yours sincerely

Mr M Henry  
Headteacher



