



# Shavington Primary School

Southbank Avenue, Shavington, Crewe, CW25BP

**Executive Headteacher:** Mr D Thomas

**Head of School:** Mrs R Nicholls

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13.10.17

Dear Parents

Shavington Primary school parent's evenings will be held on the following date and times:

**3.30pm-7.30pm on Wednesday 18<sup>th</sup> March (Nursery- Year 6)**

**3.30pm-5.30pm (Appointments with Mrs Gawn school SENCO)**

The purpose of these first parents' evenings of the year is to find out how your child has settled into their new class and routines. It is a chance to meet and hear from your child's class teacher about their attitude to learning and any areas of strength or areas of concern.

All meetings will take place in the main school building. All KS2 teachers will conduct their parents evening appointments in the KS1 hall. All other meetings will take place in your child's classroom. Mrs Gawn will be available in the office, which is located next to the year 2 classroom. If your child has special educational needs or you have worries or concerns with regards to special educational needs you are able to book a separate appointment with Mrs Gawn.

Once again this year we will be using our new online booking system for parents to use. You can now book your own appointment on line. **BOOKINGS CLOSE at 4pm on Tuesday 17<sup>th</sup> October.**

Go to [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) and follow these simple instructions.

1. Enter the event code for this event - **5gcd8**
2. Enter your details-name, email address, child's name etc.
3. Choose the relevant teacher/s for your child
4. Choose a time.

You can change your appointment bookings at any time prior to the closing date, by re-visiting the [www.schoolinterviews.co.uk](http://www.schoolinterviews.co.uk) website from the SAME COMPUTER you made the original booking on, and using the event code. **Remember to use the same computer, name and email address, you used when you made your original booking.** If you wish to change your appointment times after the closing date or are away from the original computer you should contact the school directly on: 01270 661527

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

If you don't have access to the internet please call the school office who will be available to book you an appointment from today. Appointments are in 5 minute slots. If you require more time, please contact your teacher directly to make alternative arrangements.

Yours Sincerely

Mrs R Nicholls  
Head of School

