



South Lake Primary School

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Mrs A Butler-Willis
Headteacher

2nd October 2018

Dear Parents and Carers,

Teacher Consultation Evenings, 16th and 17th October 2018

The online system for booking appointments will be **live from 7.00 p.m. this evening.**

Please visit <https://southlake.parentseveningsystem.co.uk/> to book your appointments. The system will ask you for your name and your child's name and date of birth. If you would like confirmation of the appointment, you can also enter an email address.

If you do not have access to the internet or do not wish to use the online system, an appointment request is on the reverse of this letter and this can be returned to your child's teacher or the school office and an appointment will be booked for you.

The online system will close on 15th October 2018 at 9.30 a.m.

If you are unable to book online because the system does not recognise you or your child, you can fill out the appointment request on this letter or telephone or email the school during the day, and we will book your appointment.

Yours sincerely

Mrs A Butler-Willis
Headteacher