

Headteacher - Mrs Nêst Llewelyn-Cook

[www.twogates.staffs.sch.uk](http://www.twogates.staffs.sch.uk)

[office@twogates.staffs.sch.uk](mailto:office@twogates.staffs.sch.uk)

 @2gatesprimary

Dear Parents

April 2021

### **Parent/Teacher Consultation Appointment - Online Booking**

**We know how important it is for parents to be fully involved with their children's learning and school life. Sadly we are unable to invite you into school for any experiences involving your child due to the strict Covid-19 management safety measures we have in place.**

**We really miss seeing you in school, but are determined that you have an opportunity to discuss your child's learning and wellbeing with their teacher this term.**

Parent/Teacher Consultation Appointments for the Spring Term will be held on:

**Thursday 6<sup>th</sup> May – 9.00am to 3.00pm** - Nursery to Y6 (excluding Mrs Williams/Mrs Brelsforth)

**Wednesday 12<sup>th</sup> May - 9.00am to 3.00pm** - Mrs Williams & Mrs Brelsforth's Class Only

Due to the current restrictions with regard to Covid-19 these appointments will take place virtually via video link. We have an online booking system in place to allow parents more flexibility when booking appointment slots. Please follow the instructions below to book your appointment.

Go to [www.parents-booking.co.uk/twogates](http://www.parents-booking.co.uk/twogates)

You will need to input the following information:

Parent's First Name and Surname

Child's First Name and Surname

Child's Date of Birth

Once logged in select 'Spring Term Parents Appointments'

You will see the available times for your child's teacher

Click on your chosen time. You will have the option to make a note of any particular issue you wish to discuss with your child's teacher.

Click the Make Booking button.

Should you have any problems booking your appointment, please contact the School Office who will be happy to assist you.

Further details regarding the format of the appointment and how to log in will be sent separately.

Yours sincerely

Mrs N Llewelyn-Cook  
Headteacher



Love children, love learning.