



Headteacher: Ms M. Johnson B.Ed.(Hons)

Green Lanes Primary School

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19th September 2017

Dear Parent/Carer

Parent Teacher Consultations - Tuesday 17th October and Wednesday 18th October

We would like to invite you to come to school to talk with your child's teacher about his/her progress and achievements.

Appointments should be booked via the **Wisepay Parent Booking Service**. The service will be available online from 9.30am on Tuesday 3rd October 2017 until 13th October 2017. If you do not have your Wisepay login details, please contact the school office. If you do not have access to the internet and require us to make the booking on your behalf, please contact us.

We highly recommend that if you have more than one child in the school that you book your appointment as early as possible, especially if you want to ensure that the appointments are on the same evening. However, please note that this cannot be guaranteed.

Interviews will be ten minutes in duration. Please help us to keep to this timing for the benefit of all concerned. If further discussion is required, arrangements can be made to meet the teacher at a mutually convenient time.

If your child is having extra support and you would like to see a member of the SEN team or Pastoral/Behavioural Support Team, please indicate on the slip below.

Yours sincerely

Ms M Johnson
Head Teacher

www.greenlanes.herts.sch.uk

