



Bengeworth CE Academy

An Exceptional Church of England School

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Headteacher: David Coaché

8th February 2019

Dear Parent/ Carer

Parents' Evenings are taking place on **Monday 4th and Tuesday 5th March for 1Severn**, and **Monday 4th and Wednesday 6th March** for all other classes Reception to Year 5. We are using an online booking system via the website this year, which will make the appointment process easier for parents and more efficient for the school.

The system will be open and available to take your bookings from this evening, Friday 8th February until noon on Monday 25th February.

These are the instructions that you will need to book your appointment:

- 1) Go to <https://www.bengeworthacademy.co.uk/page/?title=Parents%27+Evenings&pid=341> - this is the Parent Information section on the school website - Parents Evenings
- 2) Select your child's teacher from the options on the left hand side
- 3) Complete all details in full - your child's name, your name, your telephone number and email address (this will be used to send a confirmation to you), and add any comments you wish the teacher to be aware of before your meeting.
- 4) Select the time slot you would like to book
- 5) Click on Submit

You will have the option to print your booking once submitted. Additionally, a confirmation email will be sent to the email address you submitted on the form.

Do not forget to scroll down past the first evening to see dates and times for the second evening.

If you have several children to make bookings for, please book as early as possible in order to get consecutive times if that's what you need.

At Burford Road, if you come to the Parents' Evening by car, please park on the playground in order to alleviate congestion on the roads around the school in the evening.

If you are unable to book at home, please call into either school office and a member of staff will be able to help you to book online.

Yours sincerely

David Coaché

Executive Headteacher of the Multi Academy Trust

