



## VALENCE PRIMARY SCHOOL

Mr Richard November - Headteacher  
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30<sup>th</sup> January 2024

Dear Parent/Carer

### Parents Evening – Ruby Class – St. George

It's that time again for you to make your parents evening appointment via ParentMail. This means that you will be able to log on to your account and make your own appointments with your child's class teacher.

If you do not have Parentmail or you have not yet connected, you will need to register before you can book your appointment online. Those of you who have registered will receive an email from Parentmail explaining what you need to do to make an appointment. Parents without an email system should come into the office and one of the office team will help you.

You can book your appointment from Wednesday 31<sup>st</sup> January at 5pm. The booking system will close 3 days before your chosen session. If you have any problems, please either phone the school office or pop in and see one of the team who will be happy to help you.

Please follow this link for the parents evening help desk:  
<https://www.parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

We are pleased to invite you to come into the school and speak to your child's class teacher on either of the following dates: -

Tuesday 13 <sup>th</sup> February 2024	- 3:30pm to 6:20pm
Wednesday 14 <sup>th</sup> February 2024	- 3:30pm to 6:20pm

Children can attend the meetings with their parents/carers or wait quietly outside the classrooms. Unfortunately, we are not able to offer a crèche facility.

Kind regards

Richard November  
Headteacher

### Rights Respecting - Article 18

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by giving them the help they need, especially if the child's parents' work.