



Dear Parent/Carer,

### **Parent Consultations for Spring Term 2023**

**Thursday 16<sup>th</sup> February OR Thursday 2<sup>nd</sup> March 2023**

From today Monday 6<sup>th</sup> February 2023, you will be able to book your parent consultations appointment using the Parents Evening Manager on ParentMail. You can book your parent consultation appointments straight from your smartphone, tablet or computer in the comfort of your own home at any time, day or night.

You will be alerted that you can book appointments for your child/ren, which you will then be able to select the times that are convenient to you. It's all very straight-forward, but if you need any help you can visit the ParentMail help site:

[www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

Consultation time is an opportunity for you to discuss how your child has settled/progressed so far this academic year, together with any other matters you may wish to discuss with the class teacher. On arrival you will need to sign in for health and safety purposes and will be asked to look over a data collection sheet to confirm all personal information is up to date.

At school we consider these discussions to be of great importance to both parent and child therefore we expect your child to attend with you this year.

You and your child will then make your way to your child's classroom where you will be able to view your child's books before having a consultation with your child's teachers. Parents/cares with three or more children please be mindful of when appointments are booked, this is due to limited space outside the classroom.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office who will book your appointment on your behalf (Subject to availability).

If you have any issues or queries with the process, please contact the school office on 01325 254770 or email [admin@redhall.darlington.sch.uk](mailto:admin@redhall.darlington.sch.uk) as soon as possible.

Many thanks and we look forward to seeing you.

Miss Henry

Acting Head of School