



Shottermill Junior School

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16th November 2015

Dear Parents/ Guardians,

The parents' consultation evenings will be held on the following dates:

Tuesday 1st December 3:30pm – 6:30pm
Wednesday 2nd December 3:30pm – 7:00pm

The appointments will be booked online through our parents' portal; to book the slot you would like to attend, you will need to go to the following address and use the password below:

<http://sjsparents.co.uk/>

Password: educateme

Once inside the portal, you will need to select your child's class from the list. Next select your child's name and finally the time you require - only available slots will appear. If your child is taught by Mrs Mathieson you will also be able to book an appointment to see her. Follow the same procedure but select Mrs Mathieson.

Please make sure you check the time and date carefully before confirming the appointment as the only way to correct a mistake is via the school office. You will also need to keep a note of the time you have selected.

Parents whose children have siblings in the school, or whose children are taught by Mrs Mathieson are invited to book their times from **Tuesday 17th November** and those with just one child will be able to book from **Wednesday 18th November**. If you are booking more than one slot please leave 10 minutes between each appointment to give you time to get to the next class room. Children are invited to attend the evening with you however this is not compulsory.

Those without internet access should contact the school office to book an appointment.

Yours faithfully,

Mrs J Hall

