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5th June 2019

Dear Parent/Carer

An easier way to book parents' evening appointments

Following the overwhelmingly positive feedback from parents from the first new style parents' evening in November, we are pleased to let you know that the third opportunity to meet with your child's teachers will be on Wednesday 19th June 2019.

Once again we are holding an afternoon and evening parents' event for all parents with children at the Academy to offer the opportunity to select times that fit with your family and other commitments. It will also mean that if you have more than one child at the school, you can meet with the teachers of all your children who attend the Academy at the same parents' event.

The parents' evening will be on Wednesday 19th June 2019 between 2.30pm and 7.00pm. This is the third and last opportunity during the current academic year to meet with your child's teachers.

As on the previous two occasions, we will be using Parents' Evening Manager on ParentMail, and as previously you can book your parents' evening appointments from your smartphone, tablet or computer. The appointments booking service will open at midday on Thursday, 6th June and close at midday on Sunday 16th June 2019.

If you are already registered with ParentMail, you will be alerted instantly once the appointment booking goes live and will be able to select appointment times that are convenient to you. It's all very straightforward, but if you need help you can visit the ParentMail help site: <https://www.parentmail.co.uk/help/parenthelp/>.

Please note, you will need to be registered on ParentMail to be able to book appointments – if you have not received a registration email or text, please contact the Academy office or email office@omacademy.co.uk.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" in your App store. If you would like any assistance with downloading this App, please contact the school office.

If you have any issues or queries with the process please contact the Academy office as soon as possible.

Thank you as always for your support.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Gallacher'.

Mr K Gallacher
Principal

