



Ryefield, Pendeford, Wolverhampton, WV8 1TX
Email: dovecotesprimaryschool@wolverhampton.gov.uk
Phone: (01902) 558284 **Fax:** (01902) 558288
Website: www.dovecotesprimary.co.uk

Head Teacher: Miss T. Challenor

Friday 19th January

Dear Parents and Carers,

This term's Parents Evening will take place on Monday 5th February, and is an opportunity for you to meet with the teachers from Nursery-Year 6, to discuss pupil's progress and see some of their work books. Once again, we will be booking appointments online through our teachers2parents text message and email service.

On Monday, we will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening slot ASAP after the link has been sent out to ensure you get the best time for you.

Best wishes,

Mrs L Jones (Deputy Headteacher)