



Irthington Village School  
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*Headteacher Lynn Harrison*

8th January 2018

Dear Parents,

Parent's Evening will be on Monday 22<sup>nd</sup> January 2018. Parents can book appointments on line through the school web site - see above. The booking system is now open.

Firstly, go to your child's class menu and then in the parent's evening section proceed to login with the following details:

**Login: parent**  
**Password: letmein@jan2018**  
**Click OK**

You will then be able to book your appointments. Please make an appointment for each child even if they are in the same class. Please remember to print out a copy of your confirmation as Mrs Robinson is unable to access the system to check who has booked a particular time.

On the actual evening, please come through the main front door. In the school hall your child's work will be set out for you to look through. The class teachers will call you through for your confidential appointment as close to your allocated time as possible! Please be aware that these events invariably run over! We look forward to seeing you.

Thank you.

Yours sincerely

*Lynn Harrison*

Headteacher