

# BOURNE ABBEY CHURCH OF ENGLAND PRIMARY ACADEMY

Executive Headteacher: Mrs S J Moore

Head of School: Mrs S L Buttress

Abbey Road  
Bourne

Tel: 422163

7<sup>th</sup> October 2019

Dear Parent/Carer

## IMPORTANT INFORMATION - AUTUMN PARENTS' EVENING APPOINTMENTS YEARS 1 - 6

You will be aware from our dates for diaries that our Autumn parents' evenings are to be held on Tuesday 29<sup>th</sup> and Wednesday 30<sup>th</sup> of October. **Please note that appointments for these evenings will be available through the Parents' Evening Manager on Parentmail only.** You will be able to book your appointment from your smartphone, tablet or computer.

**Bookings will open at 8.00 p.m. on Thursday 10<sup>th</sup> October.** You will be alerted once the booking system is open and will then be able to select the time (s) that are convenient for you for each class teacher. It's all very straight forward but if you need help you can visit the ParentMail help site: [www.parentmail.co.uk/help/parenthelp/](http://www.parentmail.co.uk/help/parenthelp/)

**Please note that you will have to be registered on Parentmail to be able to book appointments - if you haven't received a registration email or text, please contact the school office.**

Once registered, if you have an Android or Apple smartphone, we highly recommend that you download the ParentMail App so that you can book appointments on your phone as soon as the booking system goes live. To do this simply search for 'ParentMail' in your App store. If you have any concerns or queries about the process please don't hesitate to contact the school office on 01778 422163 or by email on [BAP.enquiries@abbeyacademies.co.uk](mailto:BAP.enquiries@abbeyacademies.co.uk).

Thank you for your support.

Yours sincerely



Mrs S L Buttress  
Head of School



**Attention all parents!**

**Book parents' evening appointments online!**

*"It took me less than 5 minutes to book six appointments on my phone. It has revolutionised parent evenings!"*



Get started...

1. Register with ParentMail
2. Download the App & login
3. Book your appointments on the go



Please note: You will need to register online on the ParentMail website to use the App. Please ask the school office to send you a registration message.