

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

22nd June 2021

Dear Parent/Carer

FOUNDATION STAGE REPORT MEETINGS

Your child's first year at Bourne Abbey C of E Primary Academy is coming to an end. His /her progress has been recorded in Tapestry, our online learning journal. You will receive a link to a .pdf version of the journal at the end of the year.

We would like to discuss your child's learning journey and report with you and, as you are aware from the dates for diaries, have arranged a day when your child's class teacher will be available for appointments with parents/carers. Please note that appointments will take place over the telephone.

We will use the contact number for the first named parent/carer on our student information system. If you wish us to use a different number please email school on BAP.enquiries@abbeyacademies.co.uk stating your child's initials and class in the email subject header.

Please note that appointments for these meetings 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 7.00 p.m. on Thursday 24th June 2021. 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/. **Bookings will close 24 hours prior to the first appointment for that class teacher.**

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.

To ensure that staff are able to keep to their appointment times and not keep parents/carers waiting, calls will be limited to a maximum of 10 minutes. If there are still items to be discussed, then a follow-up call will be made.

Once you have booked your timeslot you will receive an email confirmation from ParentMail.

Please do not hesitate to contact us if you have any questions or concerns.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Buttress', written in a cursive style.

Mrs S L Buttress
Head of School