



*As the roots spread so the tree grows*

**Alwyn Infant School**  
**Mulberry Walk, Maidenhead, Berkshire, SL6 6EU**  
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22<sup>nd</sup> February 2017

Dear Parents/Carers,

**PARENTS' CONSULTATIVE EVENINGS:**  
**Tuesday 7<sup>th</sup> & Thursday 9<sup>th</sup> March 2017**

We will be trialling a new system where you will be able to book parents' evening appointments online. Over the next few days, a link will be sent to your mobile phone which will take you to our online booking system to select a time convenient for you between 3.40pm and 6.20pm on either of the above days.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's legal first name to continue. If you have more than one child, any of their legal first names will work.
3. Next you will be taken to the booking page. This will show your children alongside their teacher.
4. Click 'Please Choose' to be shown a list of available times that you can book and then click 'Book this Slot' to complete your booking.
5. When the button has turned green, you know your booking has been made.

Please make sure you book your parents' evening as soon as possible to ensure you get the best time for you and please remember to advise us of any new mobile numbers so that our records can be updated.

Yours sincerely,

N T Cale  
Headteacher

**Headteacher: Miss N T Cale**