



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
Telephone: 01202 380015 Fax: 01202 257408 Email: contact@teachpoole.com
Company Number: 09484306

Friday 23rd September 2022

Dear Parents / Carers of Canford Heath Infant School,

Parent Consultations – Tuesday 18th & Wednesday 19th October 2022

Welcome back to school after what we hope was a wonderful summer break spent with family and friends. Parent consultations will be held on the 18th and 19th October and we ask that you log on to www.schoolinterviews.co.uk to make your parent consultation appointment. The booking system will be ready for you to start making your appointments from **7pm on Wednesday 28th September**. By using the online service this allows you to book appointments at times that suit your family best.

Go to www.schoolinterviews.co.uk and follow these simple instructions.

1. Enter the event code – **3cjgn**
2. Enter your details - name, email address, child's name etc.
3. Choose the relevant teacher/s for your child/ren
4. Choose times

PARENTS WILL BE ABLE TO GO ONLINE AND BOOK ON – Wednesday 28th September – 7pm
ONLINE BOOKING FOR THE EVENT WILL CLOSE ON – Wednesday 12th October - 3.30pm

You can change your appointment bookings at any time prior to the closing date, by re-visiting www.schoolinterviews.co.uk from the SAME COMPUTER you made the original booking on, and using the event code. Remember to use the same computer, name and email address, you used when you made your original booking. If you wish to change your appointment times after the closing date or are away from the original computer, you should contact the school office directly on: **01202 380015**.

When you click **finish**, your appointment timetable will be emailed to you automatically - **check your junk mail folder** if you do not receive your email immediately.

If you do not have access to the internet, please call the school office from **Thursday 29th September**, as they will be able to make a booking for you. If you do not request an appointment, it is our usual practice to make one for you, as we would like to see parents and carers of all of our pupils, where possible. If we do this, we will advise you of your appointment date and time nearer the time.

If you have a sibling at any of the other TEACH schools, you will have received a unique code for that school too, and will be able to book an appointment that best fits in with this appointment.

During the evening, classrooms will be available for you to view, and we ask that if you have a later appointment, you do this prior to your appointment time, as the school will close promptly after the final appointment.

We look forward to seeing you.

Yours faithfully

Laurin Palmer
Headteacher

