



Friezland Primary School

'A Family Committed to Making a Difference'

Church Road, Greenfield,
Oldham, OL3 7LN.

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Website: www.friezlandschool.co.uk

Headteacher: Miss R Hill B.A. (Hons) PGCE

01.03.24

Parent-Teacher Meetings: Spring 2024

Dear Families,

You are warmly invited to book a parent-teacher meeting on either **Thursday 14th March** or **Tuesday 19th March**. This is an opportunity, at this mid-point in the year, to meet with your child's class teacher(s) to discuss their progress, their next steps, and any ways you may be able to support them at home. This is also a chance for you to take a look at your child's learning in their books.

You may have already recently met with the class teacher and feel another meeting at this point is not necessary. Equally, if we have already made separate arrangements with you, please ignore this booking process. However, even if you have already met, please feel free to make an appointment to talk again if you would like to.

Our appointments will be in **10-minute** intervals and teachers will adhere strictly to timings to ensure the schedule runs smoothly. You are invited to **arrive 10 minutes before** your meeting time, so that you have time to look at your child's books in the classroom, before meeting with teachers in the Hall.

How to book:

An e-mail link will be sent to the **primary contact** (as set in your Eduspot account) via e-mail on MONDAY. Do not be alarmed by the words, 'behaviourwatch' in the web link; it is simply the system we are using to book appointments. The appointment booking system will **CLOSE at 3pm on Wednesday 13th March** and will no longer be accessible.

1. Click the link that you receive through email to take you to the confirmation page.
2. Enter your child's first name to continue. Please use the first full name we have on our school records e.g. Jonathan not Jon. If you have more than one child at Friezland, any of their first names will work.
3. Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. It will also give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parent-Teacher meeting, you can click the link on email again to check your booking time or even un-book by clicking the green booked button.

As always, please do not wait for Parent-Teacher meetings if you or your child need to discuss something important with us.

Kind regards,
Miss Hill



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SCHOOL
2023 - 2024