

# MAYESPARK PRIMARY SCHOOL

Goodmayes Lane, Ilford, Essex IG3 9PX Tel: 020 8599 2263  
Email: [Office@mayespark.redbridge.sch.uk](mailto:Office@mayespark.redbridge.sch.uk)  
Web: [www.mayesparkprimaryschool.org.uk](http://www.mayesparkprimaryschool.org.uk)  
Head teacher: Ms E Davies



6th February 2024

Dear Parent/Carer,

## Nursery to Year Six Parents' Evening for Spring Term – Face to face meetings

I am inviting you to attend our Parents' Evening with your child's class teacher.

The consultation meetings will take place on Wednesday 14th February 3.30pm-5.30pm and Thursday 15th February 3.30pm-7.30pm in school.

### Class THUNBERG ONLY:

Tuesday 13<sup>th</sup> February 3.30pm – 5.30pm

Wednesday 14<sup>th</sup> February 3.30pm – 5.30pm

**NOT** on Thursday 15<sup>th</sup> February 2023.

### Booking your appointment

The online appointment booking system allows you to choose your own appointment times. You will receive an automated email confirming your appointment.

Appointments are made on a first-come, first-served basis and will be available to book online from your computer, laptop, tablet or phone **from 7pm on Tuesday 6<sup>th</sup> February.**

Please visit <https://mayespark.schoolcloud.co.uk/> to book your appointment. If you have more than one child in school, the system will leave at least ten minutes in between the appointments. If you are unable to access the booking system or attend an appointment, please contact the school office who will be happy to assist you.

### On the day of your appointment

Please come to the main office in good time to allow you to get to the class to meet the teacher. If you have the first appointment please wait to be let in at the front office as teachers will need a short break before starting appointments. Thank you for your continued support.

REMINDER: There will be NO after school clubs Monday 12<sup>th</sup> February to Friday 16<sup>th</sup> February 2024. Clubs will be as normal from Monday 26<sup>th</sup> February

Yours faithfully

Ms E Davies  
Headteacher

