



Goodmayes Lane, Ilford, Essex IG3 9PX Tel: 020 8599 2263

Email: Office@mayespark.redbridge.sch.uk Web: www.mayesparkprimaryschool.org.uk

Head teacher: Ms E Davies

31 January 2025

Dear Parents/Carers,

In person Parents' Evening Spring Term Reception to Year 6 - Appointment Booking

I am inviting you to attend our Parents' Evening meetings on:

Wednesday 12th February 2025 between 3.35pm -6.15pm

OR

Thursday 13th February between 3.35pm-6.15pm

Nursery parents, please see Mrs Shamim for appointment times.

This is an important event and we would like you to attend. It is also an opportunity to discuss anything you think your child's teacher needs to know. 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 can be made online from your computer, laptop, iPad/tablet or phone **from Monday 3rd February from 7.00pm onwards.**

Please visit <https://mayespark.schoolcloud.co.uk/> to book your appointments. You will need to log in with the following information then choose the relevant Parents' Evening option:

Your own surname

Email address for confirmation of appointment

Pupil's first name and surname and date of birth.

If you are unable to access the booking system, please contact the school office who will be happy to assist you.

If you are unable to attend, please contact your child's class teacher to let them know.

Yours sincerely,

Ms E. Davies
Headteacher

