



*Loving to learn, Learning to love.  
For every child a chance to shine*



LAYSTON C of E FIRST SCHOOL  
The Causeway, Buntingford, Herts. SG9 9EU  
Tel: 01763 271235 Email: [admin@layston.herts.sch.uk](mailto:admin@layston.herts.sch.uk)

Headteacher Mrs A McMurrough

7<sup>th</sup> October 2020

Dear Year 2 Parents,

### Parent Telephone Consultations - Online Appointment Booking

I would like to invite you to make an appointment for our Parent Telephone Consultation to be held on Thursday 22nd October 2020. Appointments will be by telephone, the class teacher will contact you and calls will be 5 minutes long. Appointments will be from 12pm - 18.00pm. We will try our very best to keep to the allotted appointment times.

The school is continuing to use the easy online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 8<sup>th</sup> October 2020 at 18.00pm and will close on 16<sup>th</sup> October at 18:00pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://laystoncofefirst.parentseveningsystem.co.uk> to book your appointments, or go to the school website and the link is under Parents, Parents Evening System. You can login with the following information:

Student's First Name:                      Student's Surname:                      Student's Date of birth:

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs A McMurrough  
Headteacher

