



*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

27<sup>th</sup> January 2021

Dear Year 3 Parents,

### Telephone Learning Conference - Online Appointment Booking

I would like to invite you to make an appointment for our Telephone Learning Conference to be held on Monday 8<sup>th</sup> February 2021. Appointments will be by telephone, the class teacher will contact you and calls will be up to 10 minutes long. Appointments will be from 9.00am - 15.30pm. 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 appointment.

Appointments can be made from 27<sup>th</sup> January 2021 at 12.00pm and will close on 5<sup>th</sup> February 2021 at 9.30am. 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

