



Broadclyst Community Primary School  
A Cornerstone Digital Academy

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6<sup>th</sup> November 2017

## RE: Reminder – Parents' Evenings and Confirmation Email

Dear Parent,

I am writing to remind you that tomorrow and Wednesday we will be holding our Autumn Term Parents' Evenings. If you would like to speak to your child's class teacher and haven't booked an appointment, please click [here](#) to visit the booking site.

Broadclyst Primary  
School contact details: School Office  
Phone: 01392 461288 Email: [admin@bcps.org.uk](mailto:admin@bcps.org.uk)

\* Fields marked with this are mandatory.

Parent's First Name\* Parent's Surname\*

E-Mail Address

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name\* Child's Surname\*

Child's DOB \*

Login

A few parents have requested we send them an email with the details of their appointment. You can generate a confirmation email when you book your original appointment by clicking 'Email' on the confirmation page or retrospectively by following the instructions below.

Please enter your email address here.

Name of Group	Parents' Evening	Date	Start	End
Autumn 2017	Autumn 2017 Automated Booking Wizard / Make Appointment(s) Individually	07/11/2017 08/11/2017	05.30 PM 04.15 PM	08.30 PM 08.15 PM

Click on 'Make Appointments Individually'

Previous 1 Next

Key  Available  Your Booking  Your appointments  Unavailable

05.30 PM  
05.45 PM  
06.00 PM  
06.15 PM  
06.30 PM  
06.45 PM  
07.00 PM

Booking instructions  
Print your bookings  
Email your bookings  
Cancel all bookings

Your appointments

Click on 'Email your Bookings'

You will then receive an email of confirmation stating the time and date of the appointment for your child, and with which teacher. If you have more than one child all of the appointments will be sent in one message.

We look forward to meeting with you over the next couple of days.

Yours sincerely,



**Jonathan Bishop**  
Headteacher