

4 December 2018

Dear Parent/ Carer

Year 8 & 9 Parents' Evening – 13th December 2018

It is now possible to make bookings for the Year 8&9 Parents Evening on 13th December 2018. Please find enclosed with this letter an instruction guide for the use of the *Portal* to manage your appointments. This guide has also been placed on the school website at the following address. <http://www.st-dunstans.somerset.sch.uk/parents/general-information/>

If you have not received your login details for the *Portal*, please contact the school by phone or email (secretary@stdunstansschool.com) and provide us with your most recent email address which will allow us to send you the relevant link. If you have any further issue with accessing the *Portal* then please do not hesitate to contact us so we can help further.

Each appointment slot is 5 minutes long, and there will be 5 minutes movement time automatically allocated between each slot. If you wish to see Mrs Rowlinson-Baker (SENCO), the slots are allocated to be 10 minutes in duration and her meetings will take place in the Careers office adjoining the Dining Hall.



Yours sincerely,

Luke Parfitt
Assistant Headteacher

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