

Baddow Hall Infant School  
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**Headteacher: Mrs Lesley Schlanker BSc (Hons) QTS NPQH**  
**Deputy Headteacher: Mrs Emily Bingham BSc (Hons) QTS**

16<sup>th</sup> December 2024

Dear Parent,

### Face to face Parent Consultations - Online Appointment Booking

I would like to invite you to attend our Parent Consultations on **Thursday 6<sup>th</sup> February or Thursday 13<sup>th</sup> February 2025**. The booking system allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointment. Please be aware that you may only book one 10-minute appointment for each child.

**Appointments can be made from 6pm Monday 6<sup>th</sup> January and will close on Monday 13<sup>th</sup> January at 6pm. Should you need to make any changes after this date please contact the school office.**

When booking, please click [HERE](#) to choose your appointment, and follow the online instructions.

We recommend that you try your log in details immediately to ensure that you can log in. Something as simple as a misspelt email address or the wrong title for a parent could mean you are unable to log in. (Please note that you cannot use School Money to book appointments). It will be the priority 1 parent that can log in which in most cases will be mother.

**Any parent that does not book an appointment will be allocated one from the remaining appointment slots and advised of the appointment time via text.**

Parents who are living separately will need to converse with each other regarding their child's appointment time. Alternatively, please contact the school office on 01245 471338.

We would prefer that parents attend the appointment without their child present, but if you are unable to arrange childcare, please speak to your child's class teacher. Any children that attend must be supervised by a parent **at all times**.

Please do not hesitate to contact us if you experience any problems.

Yours sincerely,

Lesley Schlanker  
Headteacher

