

30 October 2023

Dear Parent/Carer,

FAMILIES' EVENING FOR YEARS 1-6 – WEDNESDAY 8th NOVEMBER

You are invited to make appointments for the next parent-teacher meetings on:

- Wednesday 8th November – these appointments will be **face-to-face at school** and available from 15.30 to 20.00. Meetings will be limited to ten minutes. If you need to see your child's teacher for longer than this time, please make alternative arrangements.

You must book your appointment online by logging in at:

<https://parents-booking.co.uk/kingsparkacademy>

To login you will need to enter:

- Your first name and surname
- Your child's first name, surname, and date of birth

The login details you enter must match those we have on record for you.

Appointments will be available to book from **6pm 31st October 2023** until 12pm Tuesday 7th November.

After you have made your appointment, you can choose to print or e-mail a confirmation.

There will be an opportunity for you to sample a hot meal from Chef David from 16.00-19.00. Please note **cash** payments only.

Troubleshooting Tips

- **Please see the attached PDF for help with how to book your appointment.**
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.
- If you cannot login please contact the school office, however, we are unable to make bookings on your behalf. Please contact the school office on 01202 395138 or email kpa@kingspark-academy.co.uk if you cannot login.

Kind regards,

Lauren Dean
Principal

King's Park Academy

Sian Thomas, BEd (Hons), CEO - AAT

Alexandra Prout, BA (Hons), Director of Primary Education

Lauren Dean, BA (Hons), Principal

www.kingspark-academy.co.uk

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