



South Haringay School  
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Monday 18th March 2024

### Rowan Class Parents' Meetings

Dear Parents/Guardians,

Parents evening will be held using Google Meets this term. The meetings will be held on **Monday 25th March 2024** from 12:30pm to 5:30pm.

You will be able to book your 10-minute appointment online. We will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the booking page. If you don't immediately see a list of appointment slots, click on 'Jump to the next available date.'
2. This will show you the available appointments. Click on the time you would like to book your appointment.
3. Enter your details and your child's first name. If you have more than one child in the school, please ensure you add the right child's name to the booking. The class name and teacher will be at the top of the booking form.
4. You will then receive an automated link for your selected appointment slot.
5. At any time before the meeting, you can go back to your email confirmation to change your appointment slot or cancel a meeting.
6. If you do want to change your appointment do go back and check whether any alternative appointments are still available.

**Please ensure** your Google calendar on your phone or work computer is set to **UK time** zone as this has given some false appointment times to parents in the past.

If more than one parent/carer wants to attend the meeting, one parent/carer should make the appointment and share the same link with the other parent/carer.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Yours sincerely,

Admin Team