

KESTON PRIMARY SCHOOL

Headteacher: Mrs. C. Murphy, BA, PGCE, NPQH

Keston Primary School

Keston Avenue
Old Coulsdon
Surrey CR5 1HP
Tel 01737 555103
Fax 01737 550851
Email: office@keston.croydon.sch.uk



Parents evening is the 12th February and 14th February 2019.

We will send a link to your mobile and/or email address depending on the details we have on our database. If you have changed telephone number or are using a new email address then please notify the school office immediately.

The link will take you to our online Teachers2Parents booking system to select a time convenient for you. Please follow these simple steps to book your slot. One slot is allocated for each child and any additional parent/carer would need to call the school office on 01737 555103 to arrange another time to meet with your child's class teacher.

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this. If you require assistance then you can use the computer in the school office.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the bookings page. This will show your children alongside all the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Click 'Book this slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button. If you become aware that you are unable to make your appointment then please un-book via your email or text link so that another parent/carer can take that slot.

Make sure you book your parents evening as soon as possible to ensure you get the best time for you.

You will receive your invite/booking link Friday 25th January after 430pm and it will be open until Friday 8th February 2019, so that we can provide an up to date list for teachers.

If you have any queries relating to this service then please contact Julie Morgan in the school office who will be happy to assist.