



ROCKLIFFE MANOR
PRIMARY SCHOOL

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7th February 2022

Dear Parents/Carers,

Spring 2 Parents Evenings - Online Appointment Booking

We would like to invite you to attend our Parents' Evening on either **Tuesday 1st or Wednesday 2nd March 2022**. These evenings are an important opportunity for you to discuss your child's progress with their class teacher.

We will continue to use our online appointment booking system. This allows you to choose your own appointment times with teachers and receive an email confirming your appointments.

Appointments can be made from **now and will close on Friday 25th February 2022**. We would recommend that if you have children who are **siblings** in the school that you book early so that you can get appointment slots close together.

Please visit <https://rockliffemanor.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter and is also available on our website <https://www.rockliffemanor.co.uk/1282/parents-evening-online-bookings>).

You can login to the parents evening system using the following information:

- Student's First Name
- Student's Surname
- Student's Year Group
- Student's DOB

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Nancy Cook
Associate Headteacher

Aimi Vdovin
Head Teacher