Thursday 24 March 2022

Re: Parent/Teacher Interviews April 2022

Dear Parents/Carers
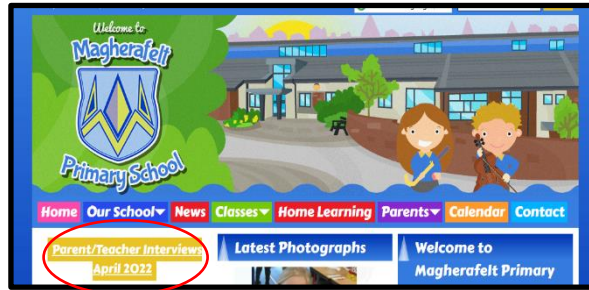Please see the arrangements below for our upcoming parent teacher interviews:

- Parent Teacher Interviews will be taking place on the week beginning Monday 4 April 2022.

- All pupils will be going home at 1pm on Mon – Thurs to facilitate these interviews, (dinners and bus will be running Mon – Thurs as normal).

- Please note the school will be closing at 12pm on Friday, the bus will be running, but there will be NO dinners on this day.

- The interviews will be taking place via phone call again this time.

- The teacher will call you as close to the time slot as possible.

- Parents will be required to book their own time slot via the online booking form on our website.

- Please book a slot at the link below or by following the Parent Teacher Interview "button."

- https://www.magherafeltps.com/eventbooker/event-1/

- The password for the booking form is *MPS2022*

- See the step by step guide for help with booking a slot on the next page.

- If you have any issues with the booking form, please contact us in the school office and we will do our best to help you.

- All bookings will be on a first come first served basis.

Kind regards,

I Somerville
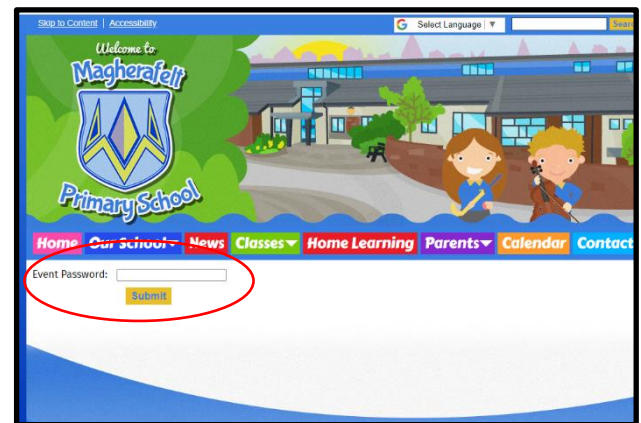(Principal)

Booking an Interview Slot Step by Step Guide

1. Follow the link
   https://www.magherafeltps.com/eventbooker/event-1/

   Or click the button on the homepage to find the online booking form

2. Enter the password (Case Sensitive):

   MPS2022

3. Choose your child's class

4. Select an available slot

Primary I Mrs Wilson	
Monday 4 April 2:00pm - 2:10pm	1 available
Monday 4 April 2:10pm - 2:20pm	1 available
Monday 4 April 2:20pm - 2:30pm	1 available
Monday 4 April 2:30pm - 2:40pm	1 available
Monday 4 April 2:40pm - 2:50pm	1 available
Monday 4 April 2:50pm - 3:00pm	1 available
Monday 4 April 3:00pm - 3:10pm	1 available
Monday 4 April 3:10pm - 3:20pm	1 available
Monday 4 April 3:20pm - 3:30pm	1 available
Monday 4 April 3:30pm - 3:40pm	1 available
Monday 4 April 3:40pm - 3:50pm	1 available
Monday 4 April 3:50pm - 4:00pm	1 available

Monday 4 April 2:00pm - 2:10pm

01:05

Child's Name:
John Smith

Your Name:
Gary Smith

Your Email:
gary.smith@email.com

Your Phone:
07743109672

Message:

Submit

5. The system will hold your booking for 2 minutes and 30 seconds to allow you to fill in your details.

6. You will receive an email confirming your booking to the email address you entered in the form.

If you need to cancel or rearrange your booking for any reason, there will be a link in the email to allow you to do this.