

Witton Church Walk CE Aided Nursery & Primary School
Church Walk, off Chester Way,
Northwich,
Cheshire,
CW9 5QQ

Tel: 01606 663610



*'Where Every Door is Opened
and Every Gift Unlocked'*

Head teacher: Mrs K Magiera
E-mail: head@wittonwalk.cheshire.sch.uk

1st February 2024

Dear Parent/Carer

**Parents' Evening for Years 1 - 6 Tuesday 5th March 2024
Booking for Face to Face Appointment in School**

I am writing to inform you of the forthcoming Parent's Evening which will take place in school on Tuesday 5th March 2024. This will be an opportunity for you to discuss your son/daughter's progress with their teacher.

The online booking system on School Spider to book your 10-minute appointment with your child's teacher will open at 4.00pm on Thursday 1st February 2024 and will close on Friday 1st March 2024 at 12.00pm. This allows you to choose your own appointment times with teachers at the click of a button.

Please ensure that we have your most up to date email address and you are fully aware of how to log in to the School Spider app or the Parents section on our school website. If you are unsure and you need support, please phone the school office on 01606 663610 and they will ensure that you can access it ready to book your appointments. When booking your appointments, if you have more than one child please ensure you leave a 10-minute appointment between each one or there is a high probability that you will miss the whole or part of your second appointment. We will only be allocating 10 minutes to each appointment.

Once the booking system becomes live, you will receive a notification on your smartphone if you have installed the app, or an email advising you to book your appointment.

School Spider app/Via School Website – go to your dashboard where you will find the parents evening notification with your child/children's names on. Click on your child's name and the list of available times will be available showing blue 'book' buttons. You will then need to click the blue 'book' button which will go green. This time slot is immediately allocated to you but you can change times by clicking the green 'unbook' button and clicking on another blue 'book' button. You can always check your time by logging into the app or via the school website.

Kind regards

Mrs Kathryn Magiera

