

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](mailto:head@wittonwalk.cheshire.sch.uk)

16 September 2021

Dear Parent/Carer

**Parents' Evening Tuesday 19<sup>th</sup> October  
Online Appointment 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 19<sup>th</sup> October 2021. This will be an opportunity for you to discuss your son/daughter's progress with their teacher.

The online booking system will open at 12.00pm on Thursday 23<sup>rd</sup> September 2021 to book your 15-minute appointment with your child's teacher. This allows you to choose your own appointment times with teachers at the click of a button.

Please ensure that by 23<sup>rd</sup> September 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 15-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 15 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.

Appointments can be made from Thursday 23<sup>rd</sup> September at 12.00pm and will close on Friday 15<sup>th</sup> October at 12.00pm.



### **COVID requirements-**

- *Only ONE parent/carer can attend*
- *Please only arrive a few minutes early for your appointment. You will be asked to wait outside if not.*

We are asking that you **DO NOT** attend if –

- *You have been identified as a close contact and you are awaiting PCR test result*
- *You have had a positive result on a lateral flow test and you are waiting to attend a PCR test*
- *You have any of the three main symptoms - a cough, loss of taste or smell or a temperature*

*I am unable to demand this but please do consider taking a lateral flow test before attending.*

If we all do the above, (in italics), we will all be working together to endeavour to limit any risk of transmission to our school community.

Thank you for your support and we look forward to seeing you on Tuesday 19<sup>th</sup> October 2021.

Kind regards

Mrs Kathryn Magiera

