

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

9th January 2023

Dear Parent/Carer

Parents' Evening for Reception Wednesday 8th February 2023 Booking for Face to Face Appointment in School

I am writing to inform you of the forthcoming Reception Parent's Evening which will take place in school on Wednesday 8th February 2023. This will be an opportunity for you to discuss your son/daughter's progress with their teacher.

The online booking system on School Spider will open at 3.30pm on Monday 9th January 2023 to book your 15-minute appointment with Mrs Selby. 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.

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 3.30pm on Monday 9th January 2023 and will close on Wednesday 1st February 2023 at 12.00pm.

Kind regards

Mrs Kathryn Magiera

