



8<sup>th</sup> February 2021

Dear Parents

**Re: EYFS Parents' Evening- Online Appointment Booking**

Assalamualaikum

I hope this letter finds you in good health and strong Imaan.

I am pleased to invite you to attend our Spring Term Parents' Evening on the dates set out below.

Year Group	Date
Nursery	Wednesday 24.02.21
	Thursday 25.02.21
Reception	Tuesday 23.02.21
	Wednesday 24.02.21
	Thursday 25.02.21

Appointment slots have been scheduled over two or three days, both during daytime or late afternoon/evening to cater for different needs of parents.

Nursery timings: 1:00pm – 2:50pm 6:00pm – 8:00pm

Reception timings: 2:00pm -3:30pm 5:00pm – 6:30pm 7:00pm – 8:00pm

The school has introduced a new and easy to use online appointment booking system which proved successful with KS1 and KS2 last term; based on parent feedback we have extended the length of appointments from 6 minutes to 10 minutes.

After 10 minutes, when the time is up, you will automatically be logged out. It is therefore very important that you are punctual for the appointment so you do not lose any parent evening time.





Parents can choose their own appointment times with your child or children's class teacher/s; once booked, you will receive an email confirming your appointment/s.

Appointments can be booked from today, Monday 8<sup>th</sup> February 4pm until Sunday 21<sup>st</sup> February 4pm. Should you wish to make any changes to booked appointments after this date, please contact the school office.

The link below is for a video which shows you how to book an appointment and how to login on parents' evening to attend the video appointment with your child's class teacher.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

A written guide on how to book appointments is also included with this letter.

To book your appointments, please visit <https://manchestermuslimprep.schoolcloud.co.uk>.

We are looking forward to parents' evening and hope that the virtual video meetings will be successful, insha'Allah.

Wasalaam

D. Ghafori  
**Head Teacher**

