



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD  
Tel: 01483 561323  
E-mail: [office@queen-eleanors.surrey.sch.uk](mailto:office@queen-eleanors.surrey.sch.uk)



Head of School: Jo Davies  
Executive Head Teacher: Louise Johnson

Dear Parents/Carers

11th November 2019

**Parent's Evening Booking Details**  
**Wednesday 27<sup>th</sup> November 1.30pm – 7pm**

The parents evening booking system is now up and running and available for you to reserve your slots.

Please follow the link – <https://www.schoolinterviews.co.uk/> and enter the school code: **e58p7**.

The system will then prompt you for your e-mail address and ask you how many students you are booking for. (Please note that there is only one slot per student.)

You will then be asked for your child/ren's names after which a drop down box per child will allow you to select the relevant teacher's name.

All available slots for the selected teacher/s will then be displayed on the same screen. Simply click the slots that suit you and click "go". You will then be shown your bookings and be given an option to cancel them if need be.

Finally click "finished"

Your booking is now confirmed. An e-mail confirming your times will be sent to you for your reference and reminder – please check your spam folder if not received immediately.

This system is extremely user friendly and straight forward, however should you experience any problems or should you not have online access, please feel free to contact the school office.

If you require an appointment with the school's SENCO – Mrs Strickland, please contact the school office to set up an appointment time. These sessions however will only be available from 3.30pm.

Parent's evening will take place in the gym. Please enter the school via reception and you will be directed there by a member of staff. Please remember that there will be **no** access to classrooms on parent's evening and **'Book Look' evening on Wednesday 20<sup>th</sup> November (3:20-7:00pm)** is the opportunity to visit your child/ren's classroom and view their work.

**Finally, please remember that there will be NO after school activity clubs on parent's evening – as indicated on the timetable you received at the beginning of term.**

Kind Regards

The School Office

[www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)