

St Wilfrid's Church of England Primary Academy

Headteacher: Mr Stuart Colothan

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Monday 17th September 2018

Dear Parents/Carers,

Following a successful trial with Year 5 Parents/Carers during the Spring Term, our forthcoming Parents' Evening appointments can now only be made via the School Spider App. If you haven't already submitted your email address to the school office, please do so as a matter of urgency using the reply slip at the bottom of this letter, ensuring that it is printed clearly.

Parents' Evenings for Reception to Year 6 children (Nursery Parents' Evening will take place later in the term) are on Thursday 4th October 6pm – 8pm and Tuesday 9th October 3.30pm – 5.30pm.

Please follow these instructions:

1. Using the relevant device* (iPad, iPhone, smart pad, tablet or android phone), search for 'School Spider' on your app store - Google play for Android or iTunes for Apple devices.
2. Download the 'APP'.
3. Search for our school (there is also a St Wilfrid's Primary School – we are listed as St Wilfrid's CE Academy).
4. Confirm your choice by pressing OK.
5. You will now be presented with the 'APP' for the school which contains news, a gallery, blogs and events.
6. Select login as a parent to input your username and password and select your child.
7. Booking parents' evening is very self-explanatory.

Please note:

1. As Parents/Carers can only have one login per family, the app automatically issues this to the primary contact.
2. This will be the **ONLY** way to book a Parents' Evening slot.
3. It is imperative we have your email in order for you to receive your parents' login.
*if you are unable to access the app simply use the parent login via our school website.

Finally, we would appreciate your patience and understanding with this new system. If you would like any help in making your appointment, please contact the school office.

Yours sincerely,

Mr. S. Colothan
Headteacher

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St Wilfrid's Church of England Primary Academy email address for login to website

(* Required)

Email address * _____

Name of parent * _____

Name of one of your children * _____

Mobile phone number _____



Learning Together Trust

Executive Headteacher: Mrs Janet Kneale

