

# St Wilfrid's Church of England Primary Academy

**Headteacher: Mr Stuart Colothan**

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Tuesday 25<sup>th</sup> February 2020

Dear Parents/Carers,

Parents' Evening appointments can be booked via the School Spider App from 3.30pm on Wednesday 26<sup>th</sup> February. If you haven't already got a log-in for School Spider, then we need an email address from you as soon as possible. Please return the reply slip at the bottom of this letter to the school office, ensuring that it is printed clearly, only if you require a log-in.

**Parents' Evenings for Reception to Year 6 children (Nursery Parents' Evening will take place later in the term) are on Thursday 12<sup>th</sup> March 6.00 – 8.00pm and Tuesday 17<sup>th</sup> March 3.30 – 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. This will be the **ONLY** way to book a Parents' Evening slot.
2. 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.

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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## **Parents' Evening Appointment via School Spider App**

**Only return if you haven't already got a log-in for School Spider (\* Required)**

Email address \* \_\_\_\_\_

Name of parent \* \_\_\_\_\_

Name of one of your children \* \_\_\_\_\_

Mobile phone number \_\_\_\_\_



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