



Grange Primary School

Webb Street, London, SE1 4RP

Telephone: 020 7771 6121

Email : office@grange.southwark.sch.uk Website : www.grange.southwark.sch.uk

Twitter: [@growwithgrange](https://twitter.com/growwithgrange)

Headteacher: Miss Rebecca Benjamins
Interim Assistant Headteacher: Mr Jason Graham

Assistant Headteacher: Miss Amanda Matheson
School Business Manager: Mrs Kim Edwards

Monday, 22nd January 2024

Dear Parents and Carers,

Tutorial Day: Friday 9th February 2024 Spring Term 2024

Your child's class teacher would be pleased to meet with you and your child to discuss your child's progress in all curriculum areas and share their targets.

Meetings will take place all day on Friday, 9th February 2024, running from 8.00am to 6.00pm. Please be reminded that the school is closed for teaching, and open all day for meetings only. We are expecting to meet with you and your child on this day.

All meetings should be booked online via Parentmail, please ensure you have the IRIS Parentmail App downloaded in order to book your appointment (please see letter overleaf for guidance).

YOU WILL BE ABLE TO BOOK YOUR PARENT-TEACHER MEETING FROM THURSDAY, 1st FEBRUARY 2024.

We look forward to meeting with you and your child to discuss their achievements.

Yours sincerely

Rebecca Benjamins
Headteacher

An easier way to book parents' evening appointments!

We have started to use Parents Evening Manager on ParentMail – so you can book your parents' evening appointments from your smartphone, tablet or computer.

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "IRIS ParentMail" in your App store.

If you have any issues or queries with the process please contact Zohra in the school office as soon as possible.

Miss. Rebecca Benjamins

Headteacher