



ALDERLEY EDGE COMMUNITY PRIMARY SCHOOL

admin@aecps.org

01625 704510 www.aecps.org

26 January 2026

Tuesday 10th February (TEAMS only) Wednesday 11th February (Face to Face)

Dear Parents

Spring Term Parents' evenings are on the following dates.

- **Tuesday 10th February** will be **TEAMS online**
- **Wednesday 11th February** will be via **face to face meetings in school**

All parents need to book their own appointments via School Spider.

The bookings will open on Monday 2nd February at 9am and close on Friday 6th February at 9am.

All appointments will be no longer than 10 minutes



Booking Your Parent Meeting

Booking is via School Spider Online Booking function using the school APP or website.

The bookings will open on Monday 2nd February at 9am and close on Friday 6th February at 9am.

All parents will already have their own individual logins using their email.

Parents will receive an instant smartphone notification and an email to tell you that you need to book a slot. *These are allocated on first come, first served basis.*

Parents can choose to use the app to book their slot or via the school website -

<https://parents.schoolspider.co.uk/auth/login>

If you want to change your slot? No problem! Just need to go back to the app or desktop login and click any other available slot to change your own booking. **PLEASE NOTE THAT ONCE BOOKINGS CLOSE THEY CAN NO LONGER BE CHANGED.**

Automatic reminders!

Parents will receive automatic reminders to your smartphone 7,3,1 day before the parents evening to remind them to book or to remind them of the slot they have booked.

*****IMPORTANT – all parents with access to School Spider will receive a notification. Please ensure only one parent makes the booking for your child to avoid booking more than one appointment*****



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For appointments on TEAMS

Your child's teacher will call you directly at the pre-arranged meeting time using the TEAMS account you have linked to school for video conferencing.

***** Please note – these will be via your main parental email addresses on file not the children's accounts as the children are unable to have individual calls due to security restrictions placed on their accounts*****

For TEAMS appointments only:

- *The teacher will initiate the contact, please do not call your teacher or send messages as they may be finishing a previous meeting*
- *Should a meeting extend beyond the allocated time a follow up meeting should be arranged if necessary*
- *Children in years Reception to year 4 should not be present on TEAMS although children in year 5 and 6 may like to attend*
- *Should contact not be able to be made due to unforeseen circumstances e.g. technical issues, an alternative meeting can be rearranged on an alternative day*
- *School cannot be held responsible for technical difficulties with TEAMS in the home environment*
- *Contact school **well in advance** if you feel you will have any difficulties with using TEAMS so a telephone consultation can be arranged*
- *Parents who wish to see their child's books will have an opportunity to do so, at the regular book viewing. The next one is Monday 2nd March after school.*

Face to Face Appointments

- *Parents should arrive slightly before their meeting time*
- *Children in years Reception to year 4 should not be present on for these meetings although children in year 5 and 6 may like to attend*
- *All meetings will be in the main school building*
- *Books will be available to view and also at the regularly half-termly book viewing after school.*

***** Please note all parents must enter the school via the main school office entrance. No parents will be allowed to access the school premises via car park entrance off Eaton Drive *****

Yours sincerely

A handwritten signature in black ink, appearing to read 'Platt.'

Miss Platt
Deputy Headteacher