



RAVENOR PRIMARY SCHOOL

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Website: www.ravenor.ealing.sch.uk

Head Teacher: Mrs. L Lobo

11th February 2016

Dear Parents/Carers,

Re: Parent Consultation Bookings and Notice of Changes to Payment Methods

Parent Consultation meetings will be taking place on Monday 21st March (until 7.00pm) and Tuesday 22nd March (until 5.30pm). It will be possible to make bookings for these meetings in the week commencing Monday 29th February, utilising our online system by going onto the 'Online Payments & Bookings' tab on the School's website (www.ravenor.ealing.sch.uk). The online bookings will be made available to all parents who have registered with the system.

In order to access the online booking system, you will need to set-up your online account by using the step-by-step instructions in the letter attached (each child has a unique online link code). Please note that the time slots for the Parent Consultation meetings will be allocated on a first come first served basis so there is more of a chance for you to select your desired time slot if you have registered with our online system.

This online system also allows you to make payments for all clubs, trips, books and other activities the School operates. Currently, the school takes payment in the form of cash, cheques, childcare vouchers and online payments. However, the school is now in the process of phasing out all payments of cash and cheques and we hope to be in a position to be operating a cashless system by the next academic year (September 2016). We therefore advise that you register with our online system as soon as possible.

If you experience any difficulties when registering your child or if you feel that you need assistance and would like to attend a workshop to help you to register with the online system, please complete the slip below and hand it back to the School Office by **Wednesday 24th February**.

If you have any issues or concerns regarding these changes, please do not hesitate to contact me via the school office.

Thank you for your continued co-operation and support.

Yours sincerely,

Mrs S Tailor
Administrator

Online System Registration Workshop – Reply Slip

I am interested in attending a workshop to help me register with the online system (please tick)

Name of child: _____ Class: _____

Name of parent: _____

Signature: _____

