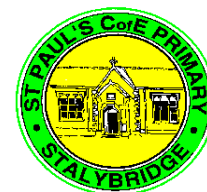


# St. Paul's CE Primary School

Huddersfield Rd Stalybridge Cheshire SK15 2PT  
Tel. 0161 338 2060 Email: [admin@cdatstpaulsprimary.co.uk](mailto:admin@cdatstpaulsprimary.co.uk)  
Web: [www.st-paulsstalybridge.sch.uk](http://www.st-paulsstalybridge.sch.uk) Headteacher Mr S Wright



20.5.21

Dear Parents,

I am writing to inform you that we will be having teacher/parent telephone calls between teachers and parents for our parents evening.

There are a limited number of phone lines that we can call you from, and as a result of this we are having to organise these calls in a certain way, along with the way you will book appointments.

Appointments will be made available to book through the school spider app. If you have not yet downloaded the school spider app we ask that you do this now. There is a guide on how to do this below.

## Downloading the App: Quick Guide

1. Search for the school spider app and download it to your phone/tablet, by searching with the words, school spider.
2. From the list of schools, scroll down and find, St Paul's CE Primary School, Stalybridge (click on our school).
3. There may be a few whole school messages that will start to appear.



## Next Step: Parent Log in

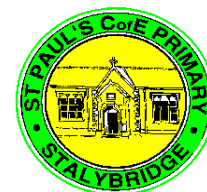
- 1) Open the app
- 2) Click on create account
- 3) Enter the email address registered with school, this will then send you a link to create a password
- 4) If the app says we can't find a user with that email address, it may be worth you trying a different email address you may often use.
- 5) If neither parent has a recognised email linked, then you will need to email school requesting your email to be registered. This has to be processed at school and it then can take up to a further 24hrs to become active.
- 6) On Monday 7<sup>th</sup> June messages will be sent through school spider informing you, when you can book your five-minute appointment through the app.

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Class	Day of parent/teacher phone calls	When booking your appointment
1	Monday 14 <sup>th</sup> June	If you have more than one child at school, you should receive (on Monday 7 <sup>th</sup> June), through school spider, a booking option for each class teacher. Please just double check which teacher you are booking for before you book.
2	Tuesday 15 <sup>th</sup> June	
3	Tuesday 15 <sup>th</sup> June	
4	Tuesday 15 <sup>th</sup> June	
5	Wednesday 16 <sup>th</sup> June	
6	Wednesday 16 <sup>th</sup> June	
7	Wednesday 16 <sup>th</sup> June	
8	Thursday 17 <sup>th</sup> June	
9	Thursday 17 <sup>th</sup> June	
10	Thursday 17 <sup>th</sup> June	

Appointments will become available to book during the school spider booking system on the morning of Monday 7<sup>th</sup> June).

Phone calls will be up to five minutes in length.

Appointments will be available to book between 1.15 and 2.45pm and 3.30 and 5.00pm.

Staff will try to ring as close to the appointment time as possible. If the call is missed or not answered a voicemail will not be left. If possible we will attempt a second call during the time the meetings are running.

We hope that you find these calls useful for letting you know how your child is progressing in school.

Thank you in advance for your support.

Yours sincerely,

Mr Wright