

Charlestown Community Primary School and Nursery



Thursday 29th February 2024

Dear parents/ carers,

Parents' evening will be held on Tuesday 19th March 2024 (until 5pm) and Thursday 21st March 2024 (until 8pm).

Here you will learn how your child is settling in and about their learning this year. In order to book an appointment, you will need to be logged on to the School Spider app or website. The best method is the app to receive notifications on your phone. You can find out how to sign up to School Spider, by following the QR Code link on this letter.

To register via the app please see details below:

- Go to the app store/play store on your mobile phone,
- Search for the yellow school spider app and install:



- Select 'Charlestown Community Primary School' from the drop-down menu and click continue,
- Click the 'Parent Login',
- To create your account, click 'Create Account',
- In the top box, fill in the email address that we have for you in school, the email address that Medical Tracker sends emails to,
- In the bottom box, fill in Charlestown Community Primary School,
- Click 'Send link' and School Spider will send you an email to confirm your account and set up your password.



Alternatively, if you are unable to download apps onto your phone you are able to register via the school website. With this method you will not receive notifications like the app on your mobile phone. Please see details below on how to sign up via the website:

- Go to the school website,
- Click the 'Parent Login' which is either on the top left, if using a computer, laptop or tablet, or at the bottom of the screen if using a Smart phone,

Pilkington Road, Blackley Manchester M9 7BX
Interim Executive Headteacher: Mr A Reed
Head of School: Mrs S Peters & Miss C Boocker

Tel: 0161 740 3529 Email: office@charlestown.manchester.sch.uk

Website: www.charlestown.manchester.sch.uk

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When you are logged in:

- Click 'Parent's Evenings'
- Select your appointment time

Appointment bookings will go live on *Friday 1st March, at 5pm and will close on Thursday 21st March 2024 at 3.30pm*. We ask that the children attend the meeting.

If you need any help with registering, please contact the school office.

Yours sincerely

Miss. Boocker and Ms. Peters