

Dear Parent/carer,

PARENT'S EVENING ONLINE BOOKING APPOINTMENTS. Thursday 4th March and Wednesday 10th March 2021.

This is a first come first serve system. The booking system will go live at 1pm on Monday 22nd February.

Please note that due to the COVID restrictions this year's appointments will be by telephone. Please book your time slots as normal. Your child's teacher will ring you at your booked time from a withheld number. Please ensure that you are prepared for the teachers call as they will not be able to ring you back. We will use the main number that we have from you on our system. If your number has recently changed and you haven't informed the office please do so immediately. This is so that your invite is sent to the correct number and that we have the correct number to call you on. If you have siblings I would suggest leaving one appointment time in-between children so there is no overlap.

We will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. Please ensure that you use your child's full name, including any hyphens or apostrophes. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Yours sincerely

Mrs Rebecca Eastmond
System Administrator