



4th March 2019

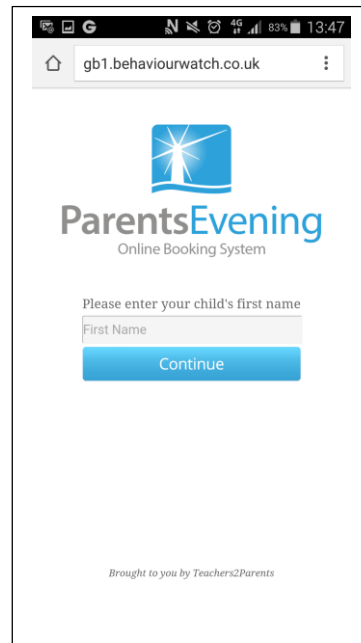
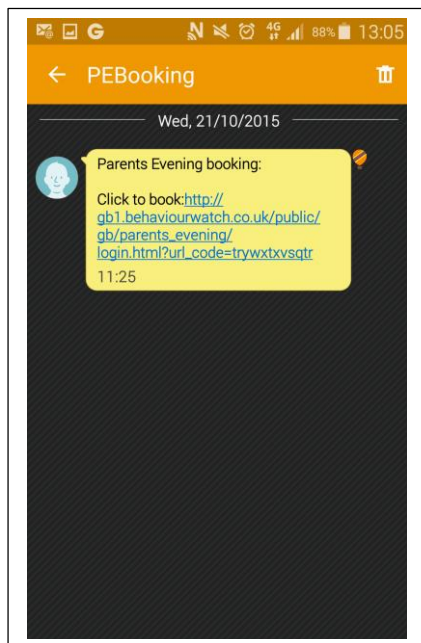
Dear Parents/Carers

Spring Term Parents Consultation Evening – Online Booking System

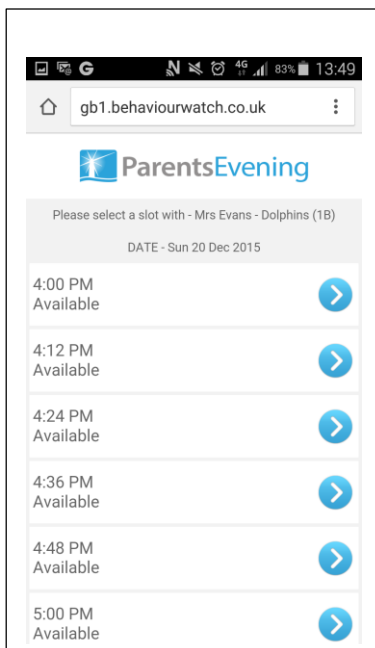
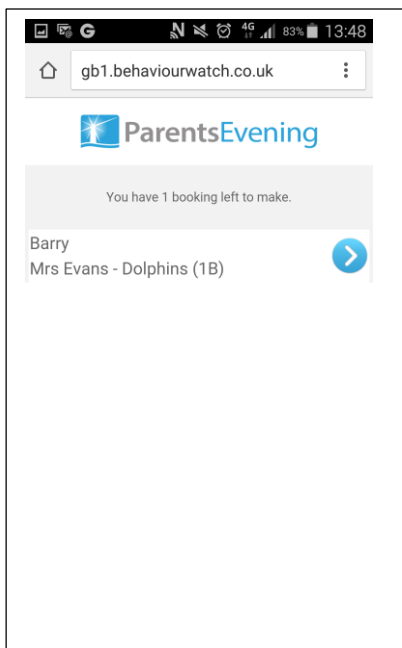
Our Spring Term Parents Consultation Evenings are taking place on **Tuesday 12th and Thursday 14th March 2019**. Appointments can be made via our online booking system. This is in conjunction with our text and email messaging service and is done by clicking on the link which we will send to you. It will enable you to book your Parents Evening appointments quickly and easily.

We will be sending you a text message on **Tuesday 5th March 2019** (and email to parents who have provided an email address) and you simply click on the link to book, following step by step instructions.

Below and overleaf, you can find screen shots which explain the process:

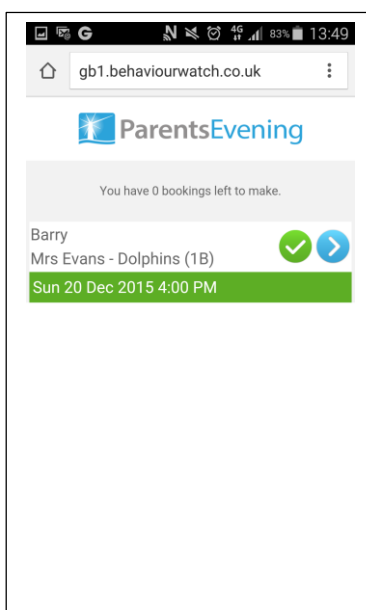
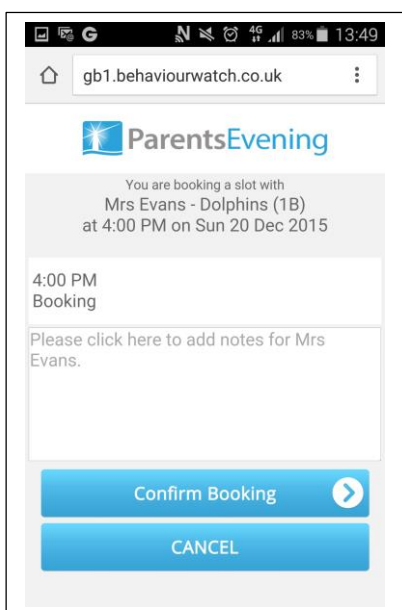


1. You will be sent a text/email, simply click the link to go to the next screen.
2. Enter your child's first name (eg Joseph not Joe, unless this is their given name - please do not abbreviate).



3. Your child(ren) will now appear, click the blue and white arrow.

4. Choose your desired time by clicking on the arrow (scroll down for all available times and days).



5. Confirm your booking.

6. Confirmation of appointment.

Any parents/carers who have any concerns with booking their appointments using this online system, please do not hesitate to come into school where a member of staff will assist you with the process of making your appointment.

For parents who are new to the school we are sure you will see how efficient and easy it is to use.

Yours sincerely

Mrs Headleand
Headteacher

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