



17th October 2016

Dear Parent/Carer

Parent Consultations Monday 14th November and Tuesday 15th November 2016

Parent Consultations this term will be held on Monday 14th November and Tuesday 15th November from 3.30 p.m. We will again be using the online booking system for Parent Consultation appointments.

You will receive a text and email giving you a link to access the online booking system.

- Click on the link and you will see a page requesting your child's first name. Please note if you have more than one child in school you will only need to put one name in as you will be able to see sibling classes as well.
- The next page will show your child's name and class teacher's name, you will need to click the blue arrow,
- You will see available time slots, please note you can scroll down to see the next day's slots.
- When you have decided on a time, click the relevant blue arrow and you will see the details of your booking and a message box should you want to add a brief note for your child's teacher to see. Once you have chosen a slot click '**Confirm Booking**'. If you decide that you wish to change your booking at this stage you can click on 'Cancel' and rebook following the guidelines above.
- Once you have clicked 'Confirm Booking' your appointment time will be confirmed with a green tick.
- To ensure your booking is confirmed you can do so by pressing 'Continue', you will see a green tick.
- If you wish to change your slot later, use the original link and click on your green booked slot which will take you to the times available. Click the red 'X' and then click 'Remove Booking' to remove the booked slot, again you will need to cancel out of this screen. To book an alternative appointment follow the guidelines above.

If you do not have access to the internet on your mobile telephone, we can organise a slot for you, please contact the school office to do so. Please be aware that your choice of time slot(s) will be subject to availability. The text giving your link will be sent home after 4.00 p.m. today.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Green'.

Mr Matthew Green
Headteacher