



2nd May 2017

Dear Parent

I am pleased to inform you that you will soon be able to book your parents evening appointment on line. We are using the same provider as our texting service, so please ensure that we have your up to date mobile telephone number.

We will text you as soon as the system goes live and just follow the instructions below to book your time slot.

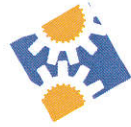
1. Click the link that you receive through text message and/or email to take you to the confirmation page (You will need internet access to use this)
2. You will see a page requesting your child's first name, so please enter it to continue. Any of your children's names will be acceptable.
3. Once you have entered your child's name you will be taken to the booking page. This page will show you all of your children and all of the teachers that you need to book in with.
4. Next, please click 'please choose' to be shown a list of available times that you can click to book. This will now give you the option to add any notes that you want the teacher to see before the meeting.
5. After you have entered your notes, please click 'book this slot' to finalise your booking. When the button has turned green you know your booking has been made.
6. At any time you can click the link on your phone or email again to check your booking time or even un-book by clicking the green button again.

If you have more than one child to book for parents evening, please be sure to leave enough time between bookings to get to each appointment.

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

Yours sincerely

Iain Gilmour
Headteacher



Please return to the school office

If we do not have your current number, please can you complete this slip and return to the school office by Friday, 5th May.

Child's Name Class

Child's Name Class

Mobile Number: _____

Signed