

**Headteacher: Mr Andrew Stapley**

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Dear Parents/Carers

Guidance regarding the new online Parent Evening booking system which we will be using for the October Parent Evenings has been emailed home today. The system will go live by the end of next week, when you will receive an email and text message giving you the link to book your appointment(s).

Please follow these steps to book your slot(s):

1. Click the link that you receive through either the text or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. 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.
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 or email again to check your booking time or even un-book by clicking the green booked button.

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

**NEPTUNE CLASS: Please note Mrs Green's Parent Evening will be Tuesday 10th October and Mrs Burnett's will be Thursday 12th October.**

We hope that you will find the new booking system more convenient, if you have any difficulties please contact Mrs Parry in the office.

Best wishes

Mr Stapley  
Headteacher

*Sow the seeds... Nurture... Watch them grow*  
*Respect, Responsibility, Hope, Courage*

