

Headteacher: Mr Andrew Stapley

Brabourne, Ashford, Kent, TN25 5LQ

Tel: 01303 813276

email: office@brabourne.kent.sch.uk

11th March 2024

Dear Parents/Carers

Guidance regarding the online Parent Evening booking system which we will be using for the March Parent Evenings can be accessed via the link on the email. The system will go live **today (Monday 11th)** at **6.00 pm**, 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 20th March and Mrs Burnett's will be Wednesday 26th March.

Please do not hesitate to contact Mrs Parry if you have any difficulties with the online booking system.

Yours sincerely

Andrew Stapley
Headteacher



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

