



Our ref: 0287

January 2019

Dear Parent/Carer

YEAR 8 PARENTS' EVENING



We are pleased to advise that we have a new online booking system for our Parents' Evenings. Year 8 Parents' Evening will take place on **Thursday 24 January 2019** and will use this new system.

To make appointments to see your daughter's teachers, please go to :

<https://parents-booking.co.uk/parkstone>

PLEASE NOTE: You will need to type this address into your website browser's 'address bar'.

Do not try to 'Google' this website address or use a search engine as that will not work.

This is a common mistake on phones and tablets especially.

You will need to login to select the appointments that are convenient for you. **To login you will need to enter:**

- Your title (Mr/Mrs/Miss) and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **Friday 11 January at 7pm** and will be open to take your bookings until **Monday 21 January at 9am**.

Once you have logged in, we suggest you use the 'Booking Wizard' to make your Parents' Evening appointments. You will be shown your child and their teacher(s) and asked to pick which you wish to book, before entering your availability. The wizard will use this information to calculate the best order for your appointments.

Troubleshooting Tips - **please read before booking!**

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- The email address you enter is only used to receive a confirmation of your appointments. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you do not want to use the booking wizard, you can make appointments one-by-one using the alternative 'manual booking' method listed on the page you'll be shown after you login.
- If you have more than one child to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the web page to swap between your children. This is not necessary when using the Booking Wizard.

If you find that unfortunately you are unable to book your own appointments at home then please contact Mrs Tania Wilkinson in the school office.

Yours sincerely

Mrs Izard
Assistant Headteacher

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