



Wheatcroft Primary School



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Dear Parents/Guardians,

29th September 2017

Parent Evenings - Wednesday 18th October & Thursday 19th October

Good news! Parents evening booking just got easier. In the next week or so you will be sent a text and/or email inviting you to book your own parents evening through an online booking system. Once you receive your invitation, please follow these simple steps to book your 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, 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.

Please note the system will only be open for one week so please make sure you book your parents evening quickly to ensure you get the best time for you.

Can we also remind you to always update us with any changes of email addresses and mobile telephone numbers immediately as these are our main forms of communication with you and you may miss something important.

Yours sincerely

Mrs D Miller

Headteacher