

MOR/SNR

15<sup>th</sup> October 2018



Dear Parents

**Re: Parents' Evening – Monday 12<sup>th</sup> November 2018 5:00pm to 7:30pm**

We are writing to invite you to attend your child's Parents' Evening which will take place from **5:00pm to 7:30pm on Monday 12<sup>th</sup> November 2018**. This occasion provides you with a valuable opportunity to discuss your child's progress on an individual basis with their subject teachers.

As you are hopefully aware we have changed the format of Parents' Evenings for this academic year. There are four Parents' Evenings across the year and we would like you to attend any one of these evenings, more than one if you would like to. The evening is for pupils in any year group so you can attend just one evening if you have children in more than one year group.

Following feedback from parents we have organised an online booking system for this evening, this will enable you to log in and choose an appointment that is convenient for you. You will be able to book your appointments from **Monday 29<sup>th</sup> October 2018**.

Appointments can be made on a computer or smart phone; full details on how to log in are on the reverse of this letter. If you do not have access to these facilities, please call and ask for Pupil Services, any day, between 9:30am and 4:00pm and they will be happy to make the appointments for you. Please select only one appointment per Teacher. If your child's Tutor is also a subject teacher please ensure that you de-select the tutor/prep appointments. This will help prevent duplicate bookings.

If you have any enquiries regarding the evening please do not hesitate to contact us. We look forward to seeing you then.

Yours sincerely

A handwritten signature in blue ink that reads 'J Moore'.

Mrs J Moore  
Deputy Headteacher

Scan the barcode below or go to –

**<http://www.parents-booking.co.uk/sarumacademy>**

**PLEASE NOTE: You 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.**

Login to see which appointments are available and select one that is convenient for you.

**You will need:**

- Your child's legal first name and legal surname
- Your child's date of birth

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night.

**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 appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- If you have several children 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 Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

