

BKT/DIB

16 November 2017



Dear Parent

Re: Year 10 Parents' Evening – Thursday 30 November 2017

I am writing to invite you to attend the Year 10 Parents' Evening which will take place from **5:00pm to 7:30pm on Thursday 30 November 2017**. This occasion provides you with a valuable opportunity to discuss your child's progress on an individual basis with their subject teachers.

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. 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, between 9:30am and 4pm, and they will be happy to make the appointments for you.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Birkett', written over a light blue circular background.

Mr M Birkett
Head of Upper School

Scan the QR code 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*

