



November 2019

Dear Parent/Carer,

We have organised for a new online booking system for our Parents' Evening taking place on **Thursday 21st November 2019** for all Year 10 and 11 pupils.

Go to <http://parents-booking.co.uk/stmaryscollege>

**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. This is a common mistake on phones and tablets especially.**

Login to see 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

**Please note: The details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.**

The system will go live on **Wednesday 13<sup>th</sup> November at 10am** and will be open to take your bookings until **Wednesday 20<sup>th</sup> November 4.30pm**. **Please note that due to extremely high numbers, this will be first come first served.**

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments. In the Booking Wizard you will be shown your child/children and all of their teachers. Switching between your children will show you each child's teachers. Tick the teacher(s) you wish to book (there's a 'Select All' link) and enter your availability at the bottom of the page. The wizard will use this information to calculate the best order for your appointments, to help you visit teachers in the quickest manner possible.

#### **Troubleshooting Tips**

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.
- If you have more than one child to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the 'manual booking' method. Use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

If you are unable to book at home, please contact the school office for help.

Yours sincerely,

Dr G Wild

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