

12th March 2018

Parents' Evenings Booking System

Dear Parents,

After the great success of our online Parents' Evenings booking system, we will be continuing to use it again for this academic year. This term's Parents' Evenings are on **Tuesday 20th March (3.30pm - 6.30pm)** and **Wednesday 21st March (3.30pm - 6.30pm)** for all classes.

Online booking will not be available for Mrs Cartlidge, our SENCo. If you have requested a meeting with Mrs Cartlidge an appointment will be made on your behalf, as close as possible to the time of your scheduled slot with your child's class teacher. You will receive a letter from Mrs Cartlidge to inform you of your meeting time.

To make an appointment

Visit: <https://www.parents-booking.co.uk/towerhill>

You will need:

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

The system is live **TODAY** so you can now book your Parents' Evening appointment. The website will be open to take your bookings until **Monday 19th March at 7.00pm**.

Troubleshooting Tips - Read before Booking!

- Your child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem.
- Don't forget to scroll down past the first evening to see the second evening if a suitable time is not available on the first date.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar at the very top of the Booking Page to swap between your children.

We do hope this system will streamline making appointments and allow you to check your times before the day. If you are unable to book online at home, please speak to your child's class teacher or a member of the school office team.

Best wishes,

Mrs L Tansley
Head Teacher