



Huntington Community Primary School,  
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June 2022

## **ONLINE PARENTS' EVENING BOOKING**

Dear Parents/Carers

Parents' Evenings are during the week commencing Monday, 11<sup>th</sup> July. You will have the opportunity to discuss your child's progress with your child's class teacher. Appointments will be for 10 minutes. **The appointments are face to face meetings in school.**

**On Monday 27<sup>th</sup> June, at approximately 5pm**, we will send a link to your mobile phone (and to your email address where it has been provided) which will take you to our online booking system, where you can select a time convenient for you. Appointment bookings will close at midday on Friday 1<sup>st</sup> July.

Please follow these simple steps to book your slot:

1. Click the link that you receive through text message to take you to the confirmation page (you will need internet access)
2. You will see a page requesting your child's first name, so please enter it to continue. If you have more than one child in school, any of their first names will work.
3. Once you have entered your child's name you will be taken to the booking page. This page will show your children, alongside all of the teachers that you can book in with.
4. Next, click 'please choose' to be shown a list of available times - click to book. This will now give you the option to add any notes that you want the teacher to see before the meeting – **if you would prefer a telephone booking instead, please write that here, with the telephone number you wish to be contacted on.**
5. After you have entered your notes, click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents' Evening, you can click the link on your phone again to check your booking time.

If you have any queries about the above, please contact the school office directly.

Many thanks,

HUNTINGTON PRIMARY SCHOOL OFFICE