

Birchfield Community Primary School
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Head Teacher: Mr Richard Culham B.Ed Hons

'One school, learning together'

20 March 2019

Dear Parents/Carers of children in 2LA

Parents' Consultation Meeting Appointment Times Online

We are holding our April Parent Consultation meetings on Tuesday 2 – Thursday 4 April 2019, however Mrs Angus is unavailable for the chosen dates and so will be holding her meetings on **Thursday 28 March 2019**

Mrs Lock will be holding her meetings on Tuesday 2 and Wednesday 3 April 2019.

Once again we have our online booking system available for you to book your appointment(s).

Go to <https://www.parents-booking.co.uk/birchfield>



Or scan the QR code to go straight to the site.

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.

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

Your child's class

To login:

You will need to enter your title (Mr/Mrs/Ms) and surname. If you have an email address you can enter it at this stage, this is for email confirmation of your booking(s) if you require.

The system is live from 6 pm Wednesday 20 March 2019, bookings can be made until **5 pm on the day prior to your chosen appointment**. No paper slips will be sent home.



Parents of children with additional needs

If your child is receiving support to meet their additional needs, then please contact the school office to book an additional appointment with our school SENCO, to discuss the support your child is receiving.

Booking 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. Please notify the school office of any changes.
- **Parent title ie Mrs / Miss / Ms – this is causing a few issues when logging in, as it will only accept the title that is recorded on our computer system. Please try different combinations.**
- The 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 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.
- If your confirmation hasn't been received, remember to check your junk folder to check if it has been redirected.
- Don't forget to scroll down past the first evening to see dates and times for the 2nd and 3rd evenings.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name), 3rd tab along on the Parent's Booking Page to swap between your children.
- Your booking(s) will appear on the right hand side of the page, there are option buttons above for you to print, email or cancel.
- Once you have completed all your bookings please do not forget to Log Out – the button is at the top right hand corner of the page.

If you are unable to book at home, please call into the office and a member of staff will help you go through the process.

Yours sincerely



Richard Culham
Head Teacher