

**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

**Parents' Consultation Meeting Appointment Times Online**

We are holding our April Parent Consultation meetings for Reception – Y6 on **Tuesday 2 – Thursday 4 April 2019** and once again we have our online booking system available for you to book your appointment(s).

A link to book online via our website will be available from 6 pm on Wednesday 20 March 2019.

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.

If your child is in Key Stage 2, you may find that when you log in, you are automatically directed to book an appointment with a teacher other than your child's class teacher.



We have allocated appointments based upon who teaches your child for the predominance of their time. This will be done automatically, just check you know which teacher you are booked in to see.

### **Parents of children with additional needs**

If your child is receiving support to meet their additional needs, then you will have an option when you log in to be able 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 2<sup>nd</sup> and 3<sup>rd</sup> evenings.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name), 3<sup>rd</sup> 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**