

October 2017

Dear Parent/Carer,

We are continuing the online booking system for our Parents Evenings this year. Our first event is on **Tuesday 7 November 2017** for all classes from Year 7 to Year 13.

To make a booking please go to: <http://www.parents-booking.co.uk/Outwoodgrange>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to search for this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.**

Each student has an account which has already been created using the information we currently hold. To log in, you will need:

- Your title and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

#### **Note**

All parents/carers will receive a text message stating that if their child has been requested for a Parents Evening appointment then they can book an appointment. All parents/carers are able to book an appointment with any of their child's teachers, if their teacher is available.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

#### **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
- 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 you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

If you are unable to book at home, please contact the Learning Manager for your child who will help you make the appointments.

Yours faithfully,

Lee Woods  
Associate Assistant Principal

