

Diocese of Brentwood
St Bede's Catholic Primary School and Nursery
Canon Avenue, Chadwell Heath, Romford, Essex RM6 5RR

Head teacher

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3 October 2018

To the Families of Pupils in Nursery to Year 6

Parental Consultations (Nursery to Y6)

Autumn Term parental consultations will take place on Thursday 18 October 2018 and Thursday 1 November 2018 (4pm-7pm). Entrance for early appointments will not be before 4pm.

We use an on-line booking system for all of our consultations.

Please sign in to the on-line parental consultation booking system with the *First name* and *Surname* of the parental contact(s). You will also need your child's surname and date of birth.

Pupils in Reception to Year 6: you will need to book two 5 minute appointments for your child (to see their Maths and English teacher(s)). If your child has the same teacher for each subject you should try, where possible, to book consecutive appointments (via the booking wizard – details overleaf).

Pupils in Nursery: you will need to book two 5 minute appointments with your child's key person (to discuss your child's Targets and Busy Books). Please ensure you try to book consecutive appointments to meet your child's key person. Please use the booking wizard to book these – details overleaf.

Please note that when you sign into the booking system your details must exactly match what we have on our pupil information system.

A reminder that we will also be holding a book sale (Travelling Books) in the hall on both evenings.

If you have any queries about the online parental consultation booking system, please email stbpcquery@gmail.com.

Yours sincerely

Gary Nott

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Please turn over for full sign on instructions

Parental Consultations: 18 October 2018 and 1 November 2018

How to book an appointment

Please go to <https://www.parents-booking.co.uk/sbcps>

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 smartphones and tablets especially.

You will need:

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

Login using the above information.

You have two options to make your appointments. You can use "Automated Booking Wizard" or "Make Individual Bookings" (please note that you must book two five minute appointments: Reception to Year 6 - one for Maths and one for English (even if this is with the same teacher); Nursery pupils: one for Targets and one for Busy Books (both with the same key person).)

1. We recommend you use the "Automated Booking Wizard". Please click on "Add" next to the relevant teacher's name and complete your availability (date and time span). The wizard will use this information to calculate an order for your appointments which is the most efficient. You should confirm the bookings if they are convenient times.

2. Alternatively, you can make appointments using "Make Individual Bookings". Simply click on the relevant teacher (this will turn white) and select date and time. You should confirm the bookings once selected. Please make consecutive appointments to avoid any delays.

The on-line booking system is live now and will be open to take your bookings until 11am on the morning of each consultation. Once an appointment has been booked, if you have entered a confirmation email address, you will receive an automatic email from the booking system confirming the arrangements. We will put a link to the booking system on the News and Events/School Letters section of the website.

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 surname, for example, and not informed us, we will be expecting you to login with the details we have on record. It is important to let the office know if any of your details have changed.
- The email address you enter is only used to send you 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.