



St Paschal Baylon Catholic Primary School

Following In The Footsteps Of Christ

28th February 2024

Dear Parents/Guardians,

Following the text notification from last week, I am pleased to confirm the arrangements for our upcoming Parent's Evenings. To simplify the booking process, we now have an online booking system.

We will send a link to the mobile phone or email address of your child's number 1 contact, which will take you to our online booking system to select a time convenient for you. If parents are split and are unable to attend the same meeting for personal reasons, then a link will be sent to the other parent to book a separate appointment.

Only the booking system is online. The meetings are in person in the new school hall and you will also have an opportunity to view a selection of your child's work.

Dates:

Wednesday 13th March: Year 1, Year 2 & Year 3 (1.00pm – 6.20pm)

Thursday 21st March: Year 4, Year 5 & Year 6 (1.00pm – 6.20pm)

Monday 25th March: EYFS Reception (1.00pm – 6.20pm)

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your child/ren's name and their teacher that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
- 5. When booking your slot, please scroll down the page to find the correct date for your child's year group. The 3 dates appear in chronological order. (See dates above.)**
6. Click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
7. You need to book an appointment for each of your children on the designated day for their year group. (See above dates.)
8. At any time before the day of Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

To make the booking system as fair as possible we are giving advance notice as to when the text with the booking link will be sent. This will be tomorrow, Thursday 29th February at 4.30pm. Make sure you book your parents evening ASAP to ensure you get the best time for you.

If you are experiencing any difficulties booking your appointment please contact the school office for support.

Your sincerely,

Mr E. Flood
Headteacher

Head Teacher: Mr E Flood
St Paschal Baylon Catholic Primary School
Chelwood Avenue . Liverpool . Merseyside . L16 2LN
T: 0151 722 0464 . F: 0151 722 1712 Email: admin@paschalbaylon.org.uk

