



St Paschal Baylon Catholic Primary School

Following In The Footsteps Of Christ

5th November 2024

Dear Parents/Guardians,

Following the notification on our newsletters from last term, I am pleased to confirm the arrangements for our upcoming Parents' Evenings. Following the success of last year, we will continue to use the online booking system for appointments.

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 and will take place in the hall extension, at the side of the school.

Dates:

Thursday 14th November: Year 1, Year 2 & Year 3 (1.00pm – 6.20pm)

Thursday 21st November: Year 4, Year 5 & Year 6 (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 2 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, Wednesday 6th November at 4.30pm. Make sure you book your Parents' Evening appointment 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

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