

8th October 2018

Dear Parents/Carers

Parents' Evening Online Booking System

You are invited to attend our Autumn Parents' Evening being held on Tuesday and Thursday next week.

Appointments are available on our online booking system to enable parent evenings to be booked by yourself swiftly and with ease. The system has been set up so that when you log in, it automatically shows the class/classes that your child/children are in. All you need to do is select your 10-minute slot at a time that suits you.

The booking system will not open until Tuesday 8th October 2018 at 6.00am. Please feel free to check that you can access the system prior to this time.

Logging in requires your name, email address, child's name and child's date of birth (step by step instructions can be found below). Please note that you must use the email address that is registered with the school. We will therefore send a copy of this letter to all registered emails electronically today so if you do not receive this email please liaise with the office, providing them with your CURRENT email address as soon as possible.

In the event that you do not have internet access, please speak directly to your child's class teacher.

Yours sincerely



Mr D Tuck
Head of School

Parents' Evening Online Booking

To make a booking follow these steps:

- 1) Go to www.grovelandsprimary.parenteveningsystem.co.uk

- 2) Enter your details

- 3) Select the parents' evening day

- 4) Select either **Automatic** or **Manual**

(Automatic allows you to choose a time frame. Slots are allocated you for your child/children – linking your children as close to each other as possible)

(Manual allows you to select a specific 10 minute slot for your child/children from the relevant teacher timetables)