

St. Michael's CE Primary School
Brigadier Hill
Enfield
EN2 0NB



16th October 2017

Dear Parents/Carers,

As many parents have requested in the past, we are trialling a new online booking system for our parents' evenings, which are scheduled for **Wednesday, 1st November and Thursday, 2nd November, for Years 1 to Year 6.**

The system goes live from **Wednesday 18th October at 7pm** and will be open to take your bookings until **Tuesday 31st October**, closing on that day just before midnight!

To book an appointment to see your child's teacher, first you will need to go to the following website:

<http://www.parents-booking.co.uk/stmichaelsprimary>

To login, you will then need to enter:

- Your title (Mr / Mrs / Miss / Ms / Dr) and surname (*these must match those we have on record for you*).
- Your child's first name, surname and date of birth.

Once you have logged in, if you have more than one child to book for, we suggest you use the 'Automated Booking Wizard' to make your appointments. The Booking Wizard calculates the best order for your appointments based on the slots that are still free and on your availability.

If you decide not to use the Booking Wizard, but instead to make appointments individually, you will need to use the 'Change Child' button to swap between your children.

In order to co-parent effectively, separated parents should make every effort to visit together. The school does not offer separate sessions with teachers for separated parents, so only one booking per child, per teacher should be made.

Mrs Rolland and Mrs Russell

If your child is on the SEN register, please also book an appointment to see Mrs Rolland/Mrs Russell through the same login. If your child is not on the SEN register, but you have concerns around your child's learning and you would like to see Mrs Rolland/Mrs Russell, please contact the school office.

Troubleshooting Tips - please read before booking!

- Please feel free to login as soon as you get this letter, so that you will have time to call the school office on 020 8363 2724 if there are any issues with your login before the system goes live on Wednesday evening.
- Please try Ms/Miss/Mrs (if you are a lady!), as you may have used a different title for each child on your original admission forms.

If you are unable to book at home, please call into the school office for assistance.

Yours faithfully

Jan Matthews
Headteacher