

Headteacher : Jan Matthews
Site Manager: Colin Johnson

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

Office Manager: Rosie Hergenhan
Tel: 0208 363 2724



23rd February 2018

Dear Parents/Carers,

Parents' evenings for Reception to Year 5 are scheduled for **Wednesday, 7th March and Thursday, 8th March.**

The on-line booking system goes live from **Monday, 26 February at 7pm** and will be open to take your bookings until Tuesday 6th March, closing on that day at 5pm.

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>

(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 phones and tablets especially.)

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.
- Your email address (if you would like an email confirmation of your appointments)

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 – or log into the second child's account, as above.

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. This includes for Year 6 please. 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 over the weekend, so that you will have time to call the school office on Monday during the day if there are any issues with your login before the system goes live that evening (Monday 26th February at 7pm).
- 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