

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



5th February 2020

Dear Parents/Carers,

Parents' evenings for Reception to Year 6 are scheduled for **Wednesday, 26th February and Thursday, 27th February.**

The on-line booking system goes live from **Monday, 10th February, at 7pm** and will be open to take your bookings until **Sunday, 23rd February**, 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: There are many St Michael's Schools who also use this booking system – so you need to **type this exact link** into your website browser. Please do not try to 'Google' this website address. The login page is shown below – it has our school contact details and badge on it).*

St Michael's CE Primary
School contact details: School Office
Phone: 020 8363 2724 Email: admin@st-michaels.enfield.sch.uk

* Fields marked with this are mandatory.

Parent's title* Parent's Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB*

Login

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

If your child is on the SEN register, please don't forget to book an appointment with Mrs Rolland, also via the on-line booking system. 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, please contact the school office. Mrs Rolland will be seeing parents in the meeting room as follows:

Mrs Rolland

- Wednesday 26th February Usual time slots from 3:50pm to 7:20pm.
- Thursday 27th February Usual time slots from 3:40pm to 6:00pm and extra slots: 2:00pm to 3:00pm.

Mrs Cordaro - Parent Support Advisor

Mrs Cordaro, our Parent Support Advisor, will be available to see parents, on the Wednesday evening. Please book a slot via the office for this.

Troubleshooting Tips - please read before booking!

- Please feel free to login before the system goes live, so that you will have time to call the school office, if there are any issues with your login before the system goes live on **Monday, 10th February at 7pm**.
- If it does not seem to work first time, please check two things **before** phoning the office:
 - 1) That you have got the right St Michael's School (look out for our badge!)
 - 2) Please try Ms/Miss/Mrs and/or any previous surnames you may have used at the school, as the names in the system for you, as a parent/carer, will be based on your original admission forms for each child.

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

Yours faithfully

Rosie Hergenhan
Office Manager