

# Tynewater Primary School

a thinking, caring, learning community

## Information for Parents

Early Years to P7: email / copy per family

**Monday 9 May 2022**



Silver Level



**Dear Parent/Carer**

You are invited to make appointments for the school's next Parent-Child-Teacher meetings. These meetings will be booked online, and then **held in person at the school**. Alternatively you can request a telephone appointment. Please state your preference in the notes section when making your booking.

**The Parent-Child-Teacher meetings will be held on Friday 10 June, Tuesday 14 June & Thursday 16 June for Early Years to P6. Please note dates for P7 will follow.**

Please note that the appointments will be 10 minutes long and teachers must run strictly to schedule.

To check availability and make your appointments please login at:

<https://parents-booking.co.uk/tynewater>

**To login you will need to enter:**

- Your first name and surname
- Your child's legal first name, surname and date of birth

The login details you enter must match those we have on record for you. You will also be asked to enter your mobile number when logging in.

Appointments will be available to book from **6pm on Monday 9 May** until **9am on Friday 3 June**.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night. You will find troubleshooting tips on the next page of this letter. After you have made your appointments you can choose to print or e-mail a confirmation.

If you are unable to book at home or are unsure please telephone the office and we will assist you.

Please note that it is parents' responsibility to make an appointment / appointments in good time to support their child(-ren)'s learning. Inevitably the earlier that you make a booking, the more likely you are to secure a time nearest your preferred time. Whilst we can as the closing date approaches send you a reminder to book, **it remains each parent's responsibility to actually make the booking.**

Thanking you in anticipation,

Clare McCallum

*Acting Head Teacher*

### **Troubleshooting Tips - please read before booking!**

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*