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Acting Headteacher: Mr Jon Clark

September 2018

Dear Parent / Carer,

'Online' Parent Interview Booking System

Online booking for the autumn term parent evenings will be **available from Monday 24th September at 6.30pm until Sunday 7th October at 10.00pm**. The Parent Interviews are being held on Tuesday 9th October & Wednesday 10th October 2018.

What happens if I have no internet access?

Please complete the slip on the reverse of this letter and we will be more than happy to book an appointment for you.

How do I make appointments?

To make appointments please follow these STEP by STEP instructions –

- Step 1. Using your internet browser, enter <https://parents-booking.co.uk/hiltingbury>
- Step 2. Complete the details on the home page (please note the child's surname will be the legal surname recorded by the school)
- Step 3. Click on Parents' Evening (appointment times for both days will appear)
- Step 4. Choose which day and time you would like your appointment and click on the time
- Step 5. If you would like to discuss anything in particular on the evening please complete, then click make a booking

Please note for classes where there is a job share, appointments can be booked under the name of the teacher that features first in the class name. For 3DN this is Mrs Deacon.

If you have more than one child at the school there is a link on the left hand side of the booking page to make bookings for siblings.

If you get stuck, click on the 'help' button at the top of the page and it will take you to a detailed 'how to make appointments' document.

We look forward to seeing you.

Yours sincerely,

Jon Clark
Acting Headteacher



Pupil Name:

Class:

Date of birth:

I do not have access to the internet and would like to book an appointment on

Tuesday 9th October 2018

Wednesday 10th October 2018

* Preferred time –

** Please note that if this time is not available we will book the closest available time*

Signed: Date:
Parent / Carer