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Headteacher: Miss Roisin Philip

January 2019

Dear Parent / Carer,

### 'Online' Parent Interview Booking System

Online booking for the spring term parent evenings will be **available from Wednesday 23<sup>rd</sup> January at 6.00pm until Monday 4<sup>th</sup> February at 6.00pm**. The Parent Interviews are being held on Wednesday 6<sup>th</sup> February & Thursday 7<sup>th</sup> February 2019.

### 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 in Years 3, 4 or 5 there is a link on the left hand side of the booking page to make bookings for siblings. Unfortunately as Year 6 has a different format to other year groups it is not possible to link them, you will need to login for Year 6 appointments separately.

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,

Miss Roisin Philip  
Headteacher



**Pupil Name:**

**Class:**

**Date of birth:**

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

Wednesday 6<sup>th</sup> February 2019

Thursday 7<sup>th</sup> February 2019

\* Preferred time –

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

Signed: ..... Date: .....  
Parent / Carer