



# Northborough Primary School

Headteacher: Mr S Mallott

Church Street  
Northborough  
Peterborough  
PE6 9BN

18 January 2017

Telephone: 01733 252204

Dear parents/ carers,

## **PARENTS EVENING APPOINTMENTS - ONLINE BOOKING LAUNCH.**

### **What are we doing?**

We are delighted to announce we are launching an 'online' parents evening booking platform on our school website.

### **Why are we doing it?**

By moving to an online process we hope that:

- Parents/ carers get the appointment date/ time they want
- It reduces the amount of paper communication sent to parents
- It reduced the amount of money spend on paper/ ink
- It reduces administration time

### **What parents need to do.**

You need to visit the 'parents' section on the school website, then click on 'parent consultation evenings'. The booking process is easy!

1. Select your child's class
2. Enter your child's full name
3. Select an appointment date and time from the list
4. Enter your email address so that email confirmation can be sent

*Appointment booking closes on Monday 13th February.*

If you do not have access to a computer, tablet or smartphone, please contact Mrs Garford in the school office who will help assist you.

### **IMPORTANT INFO:**

- You will need to repeat the booking process for each child, if you have a child in more than one year or more than one child in a single year.
- Only available appointment times will be displayed. i.e. if 3.50-4 does not appear, the time slot has been booked.
- You need to be quick, appointments as ever are booked on a first come, first served basis.
- If you need a longer appointment with the class teacher, please make arrangements with them directly.

[office@northborough.peterborough.sch.uk](mailto:office@northborough.peterborough.sch.uk)



- If you can no longer attend your appointment, please contact Mrs Garford in the office who will cancel the booking and make the appointment available for someone else.

This method of booking is new to parents and to us as a school. We would like to thank you all in advance for your ongoing support and patience as we embrace this new process.

The teachers and I look forward to sharing your child/rens progress in February.

Thank you,

Mr Mallott & all the Teachers