

Our Ref: BT/DT.493

30th March 2017

Dear Parents/Carers

t 01449 613 541

e enquiries@stowmarkethigh.suffolk.sch.uk

w stowmarkethigh.suffolk.sch.uk

Choose your own Parents' Evening appointment online

You are invited to the Year 9 Parents' Evening on **Thursday, 27th April 2017**, between 4.30pm – 6.30pm. This is for discussion between parents and subject staff and, if at all possible, students should be there too.

This Parents' Evening will allow you an opportunity to meet your child's teachers and discuss with them your son's/daughter's progress. Our expectation is that all parents will want to come to this meeting. Appointment slots are five minutes; if you feel on the evening that a longer discussion is necessary for particular reasons, you will need to arrange a separate appointment at another time.

We have an online booking system for Parents' Evenings and here's what you need to do;

Go to: <http://www.parents-booking.co.uk/stowmarket>

Here you will see which appointments are available, and also be able to select one that is convenient for you.

You will need:

Your child's first name and legal surname

Your child's date of birth

Your child's Tutor Group – see below

The system is live **from today** and you can make bookings for Parents' Evening now. There is a short guide included with this letter which explains the three simple steps needed to make an appointment.

Form Tutor	Register Class
Mr Wright	9S
Mr Freeman	9T
Dr Stoppard	9O
Mrs Shields-Bayliss	9W
Mrs Collins	9H

Troubleshooting Tips – Read before Booking

- Your child's date of birth has to be entered in exactly the right format, using four digits for the year of birth e.g. 12/01/2005
- Where it says 'child's register class', you need to type the code from page 1, such as 9S, and not the teacher's name.
- The email address you enter is only required to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email that is the problem because the system does not actually hold your email address – please refer back to the tips above.

If you are unable to book at home, please contact school on 01449 613541 and a member of the office staff will help you.

Yours sincerely

M. Blewitt

Mr M. Blewitt
Head of Year 9

Guide

Step 1: Complete your details

Stowmarket High School
School contact details: Alison Evans
Phone: 01449 613541 Email: aevans@stowmarkethigh.suffolk.sch.uk

* Fields marked with this are mandatory.

Parents' title* Parents' Surname* E-Mail Address

Ms

Your e-mail 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 (dd/mm/yyyy)* Child's Registrar Class*

Login

Step 2: Choose the evening

List of Parents' Evenings
Click the Group that contains the Parents' Evening you want to make bookings for.
You are logged in as [redacted]

Name of Group	Parents' Evening	Date	Start	End
Spring	Year 9 Parents' Evening Make Your Bookings Here For use Automated Booking	14/01/2016	04.30 PM	07.00 PM

Click Here

Step 3: Start to select your bookings by clicking the subjects and selecting your time. When you have finished the system will email the bookings to you. If you have any questions do not hesitate to contact us.

To make your booking, please select which teacher you would like to see and then choose an available slot from the list. You can Cancel your booking or Edit your comments by clicking the Green Booked slots again.
Please note that consecutive booking times are not allowed. This is to allow you enough time to reach your next appointment.

Year 9 Parents' Evening 19/11/2015

Teacher requests: [Teacher 1] [Teacher 2] [Teacher 3] [Teacher 4]

Leave feedback

Art (1 option(s) remaining)

Previous 1 2 3 4 Next

Miss G Page

Teacher's 1 Next

Key Available Your Booking Your appointments Unavailable

04.30 PM	Available (Click to reserve)	Book your bookings
04.35 PM	Available (Click to reserve)	Print your bookings
04.40 PM	Available (Click to reserve)	Email your bookings
04.45 PM	Available (Click to reserve)	Cancel all bookings
04.50 PM	Available (Click to reserve)	
04.55 PM	Available (Click to reserve)	
05.00 PM	Available (Click to reserve)	