



9<sup>th</sup> February 2018

Dear Parent/Carer,

We have organised for a new online booking system for our parents' evenings. Our next parents' evenings are on Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> March parents of all pupils from FS2 to Year 6.

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

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.**

Login to see and select the appointments that are convenient for you.

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

- Your title (Mr/Mrs/Miss) and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **9<sup>th</sup> February 2018** and will be open to take your bookings until **6<sup>th</sup> March at 12:30 pm**.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your parents' evening appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments.

**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
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, 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

If you are unable to book at home, please call into the office for special help.

Best wishes,

Mrs A McIntosh  
Interim Head of School

"Be the best you can be - Jesus loves you always"



St. Cuthbert's  
Roman Catholic Academy Trust

