



Cheddar Grove Primary School
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14th October 2020

Dear Parents/Carers,

Good news! Parents Evening just got a whole lot easier because you can now book your appointments online.

We will send a link to your mobile phone and email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you received through text or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your child/rens name(s) with a 'Please Choose' button next to each child.
4. Click 'Please Choose' to be shown a list of dates and times available, click 'Book' next to the date and time you require. You will then be asked to add a note, please enter your name and contact number for this appointment. Follow these steps for each child.
5. Once all bookings have been placed you should see 'Booked' in green next to each child.
6. You have now booked your Parents/Carers telephone appointment, at any time before 3pm on Monday 19th October you will be able to change/cancel your booking(s) by using the same link, entering your child/dren name then by clicking the green 'Booked Button'.

Many Thanks
Cheddar Grove