



September 2019

Dear Parents and Carers

PARENTS' EVENING APPOINTMENT MAKING

Parents' Evenings will take place on **Wednesday 2 October 3.00-6.00pm and Thursday 3 October 3.00-6.00pm.**

This meeting is for you to find out how your child is settling into school this year, Parents' Evenings are a big time commitment for class teachers and we would ask that parents make every effort to attend meetings during these designated times.

We are continuing to use the online booking system for parents evening appointments. The system enables parents to know when their appointments are and lets them choose a convenient time which is booked and confirmed immediately. **Please note that appointments cannot be made using email or a note to the teacher as all appointments will now be held on the system.**

For anyone who does not have access to the internet, appointments can be made by telephoning the school or by popping into school where a computer will be made available to you or you can receive help from the office staff.

To make an appointment you will need to register your child(ren) either prior to, or at the time of booking at:

<http://meadowside.schoolappointments.com>

All previous records have been deleted, so you will be required to re-register this year. Please see the reverse of this letter for further instructions on how to use the booking system.

Booking opens at 8.00pm on Friday 13 September and closes on Tuesday 24 September at 11.00pm.

Yours sincerely,

Meadowside Admin Team

School Appointments - Parent Instructions

1. Go to our school appointments web site: <http://meadowside.schoolappointments.com/>
2. Register for an account by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id and password for yourself and then click the "**Register Now**" button.
3. Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.
4. Click the "**date**" icon beside each child's name to schedule appointments. Select the staff you wish to book appointments with and the "**View Calendars**" button. Use the "**Ctrl**" or "**Command**" key to select multiple staff to view at the same time.
5. Click on available time slots to book your appointments and then click the "**Book Appointments**" button to save your bookings.