



London Borough of Havering
Scotts Primary School
Bonington Road
Hornchurch
Essex
RM12 6TH
Telephone (01708) 457019
Head Teacher: Mrs J Taylor
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Tuesday 2nd October 2018

An easier way to book Parents' Evening appointments.
Tuesday 16th October 3:30 - 7pm (Break 5 - 5:30pm)
Wednesday 17th October 3:30 - 5:30pm

Dear Parents/Carers,

For this terms parents evening we will again be using Parents Evening Manager on Parentmail - enabling you to book appointments from your smartphone, tablet or computer.

The booking system will go live on the evening of Thursday 4th October. Once the booking system goes live you will be sent an alert via Parentmail and be able to select appointment times from those available. It is all very straight forward but if you need help you can visit the Parentmail help site:

<https://www.parentmail.co.uk/help/parenthelp/>. Appointments will be at ten minute intervals as usual.

Please note, you will need to be registered on Parentmail to be able to book appointments - if you have not yet registered please contact Mrs Knapp in the school office who can send you a registration email or text.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the Parentmail App so you can book appointments on your phone as soon as the appointments booking system goes live!

If you have any queries with the process, please contact the school office as soon as possible.

Yours Sincerely
Mrs J Taylor
Head Teacher

