



Newport Church of England (VA) Primary School

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Executive Headteacher : Katherine Marshall Chair of Governors : Rod Warne

25th February 2019

Dear Parents and Carers,

RE: Online booking for parent / teacher consultation meetings

For a number of years we have invested in an online payment and school administration package, the purpose of which is to increase efficiencies and reduce paper based systems; which is intended to free up some time for our very busy admin team.

This term we are launching an online booking system for parents to book meetings for our forth-coming parent / teacher consultation evenings which are taking place on Wed 6th and Thurs 7th March.

In order to use the package each parent needs to set up a personalised account.

If you already use the schools online payment system you just login as usual and the option to book a meeting slot will appear once the system is activated.

If you DO NOT yet use the online payment system, please follow the instructions outlined in the attached letter to set up an account.

The booking system will be going live on Wednesday 27th February at 6.30 pm.

In exceptional circumstances, i.e. no internet access, bookings can be made via the school office.

Our intention is to increase the use of this package and encourage all parents to use it for making any payments and / or bookings, including school dinners, trips, clubs and consultation meetings. The system is very straightforward to both set up and use, however if you do have any queries, please let us know.

Yours sincerely

Katherine Marshall
Executive Headteacher