



Woodbank Primary School

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Dear Parents/Carers

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

We will send a link to your mobile phone 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 receive through text to take you to the confirmation page. You will need internet access to do this.
(Do not be alarmed by the words 'behaviourwatch' in the web link. It is simply the program your school is using in order to make these appointments available)
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/ren alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book.
5. Please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents' Evening, you can click the link on your phone again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your Parents' Evening ASAP to ensure you get the best time for you, especially if you have more than one child in school. Thank you.

"Outstanding Aspirations"