

11th November 2021

Dear Parents and Carers,

Parents' Evening Wednesday 24th November & Thursday 25th November 2021

Due to its previous success, we have again organised an online booking system for our parents' evenings. Our next event is for all classes P1-P7 on Wednesday 24th November from 3.30 – 6 p.m. and Thursday 25th November 2021 from 5.30 - 8pm. Due to COVID-19 restrictions all our appointments will be held over Teams and not in school. Instructions on how to join the meeting on Teams will be sent out later. To book your appointment:

To book your appointment go to www.parents-booking.co.uk/urysideprimary

PLEASE NOTE: You may need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake, especially on phones and tablets.

Login to see which appointments are available and select one that is convenient for you.

You will need to enter:

- Your title (Mr/Mrs/Miss) and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **Friday 12th November 2021 at 9 a.m** and will be open to take your bookings until **Thursday 18th November 2021 at 9 a.m..**

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers. Tick the teacher you wish to book and enter your availability. The wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children

If you are unable to book at home, please call the office on 01467 536800 for help.

Yours sincerely,

Kim Dodd,
Head Teacher
Uryside School