

CANNON LANE PRIMARY SCHOOL (4—11 years)

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Mr Alastair Phillips Head Teacher

Tuesday 23rd February 2016

Dear Parents,

Choose your own parents' evening appointment times online

Once again we will be using an online system for parents to book appointments for Parent/Teacher Meetings.

Parent/Teacher Meetings will take place on **Tuesday 15th March (3.30pm - 6.30pm)** and again on **Thursday 17th March (5.00pm - 8.00pm)**.

We used this system last year and found that it provided parents with greater choice over appointment times and particularly so for parents with more than one child in school.

We would encourage all parents to have a go at using this system and explore how it works. If you are unable to book online for any reason, please contact the school office and they will be more than happy to do it for you.

In order to book your appointment time, you will need to log on to <http://www.parents-booking.co.uk/cannonlane>

You will need:

- Your child's first name and legal surname
- Your child's date of birth

The system will be live from **7.00pm on Tuesday 1st March** and will be open to take your bookings until **9.00pm on Monday 14th March**. The system **will not allow** you to book an appointment before 7.00pm on Tuesday 1st March.

Troubleshooting Tips – Please read before booking!

- Your child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth - 12/09/2009
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem
- Don't forget to scroll down past the first evening to the second evening if a suitable time is not available on the first evening.
- To swap from one child to another, use the 'Change Child' button on the blue bar at the top of the Booking page.



- Please note that if you have more than one child in school, the system will not allow you to book consecutive appointment times, as it is important to allow a minimum of ten minutes to get from one meeting to the next.

If you are unable to book an appointment for any reason, please call the School Office and a member of staff will be happy to help.

Yours sincerely,



Mr A Phillips
Headteacher