



ARCHDIOCESE OF BIRMINGHAM
**ST. GREGORY'S
CATHOLIC PRIMARY SCHOOL**

Part of the St Catherine of Siena Academy



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Dear Parents,

Re: Parents Evening System

I am pleased to advise that we have introduced a new service called 'Parents Evening'. This means that you are now able to book your parents consultation appointments online.

A link will be sent to your mobile phone or email address, which will then take you to the online booking system and allow you to select a time. You must ensure that you book your appointment as soon as possible to ensure that you get the most convenient time for you.

The below points provide a guide on how to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
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 children alongside all of the teachers that you can book the appointment 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.

At any time before the appointment, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

If the school office does not have your up to date contact information then please let them know of any changes.

Yours faithfully,

K. Bickley

**Mrs K Bickley
Headteacher**



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www.st-gregorys.sandwell.sch.uk

