

Tanworth in Arden Academy Trust

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Tanworth in Arden Church of England
Primary School & Nursery

01 March 2018

Dear Parent/Carer,

School Parents Evening Monday 26th and Tuesday 27th March 2018 - Online Appointment Booking

I would like to invite you to attend our School Parents' Evening on the above dates. This is an important evening and provides you with an opportunity to meet your child's teacher and review their progress. As such it is vital that all parents attend and we will contact parents who do not make an appointment.

We have an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments can be made from today and will close on Friday 16th March. Should you wish to make any changes after this date please contact the School Office. Please only book one appointment per child.

Please go to <http://www.parents-booking.co.uk/tanworthinarden> to make your booking.

To login you will need:

Your child's first name and legal surname

Your child's date of birth

Your child's class

If you have more than one child in School and Nursery use the 'change child' button at the very top of your screen to swap between your children.

The system is live **TODAY!** You can book for Parents' Evenings as soon as you get this letter.

Troubleshooting Tips – Please read before booking!

- Where it says 'child's register class', you need to put in for example '1' or 'Reception' and not the teacher's name.
- 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 as the system does not hold your email address; try the tips above.
- 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.

Please note if you have a child in Nursery you will have received a separate letter to make your appointment.

Finally, if you do not have access to the internet, please contact the School Office who will be happy to add appointments on your behalf.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Shamford'.

Mrs Shelley Bamford
Headteacher