Dear Parent/Carer

Year 7 Parent/Carer Information Evening

A Parents’ Information Evening has been arranged for Tuesday 9th July 2019 in the school Sports Hall and you are invited to join us from 3.30 pm to discuss your child’s progress with the subject teachers. To make your appointments please go to: www.parents-booking.co.uk/Bolsover
 **Please note: You need to type this address into your website browser’s ‘web address bar’. Do not ‘Google’ search the website address, it will not be searchable that way.**

Login by entering the requested information. You will need to enter:

* Your first name and surname (email address is optional).
* Your child’s first name, surname, date of birth and registration class (tutor group).

Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally. The booking system will allow you to make bookings from now until bookings close on **9th July 2019 at 15:00.**

Once you have logged in, we suggest you use the ‘Booking Wizard’ to make your appointments, although a manual booking option (one booking at a time, one child at a time) also exists. In the Booking Wizard you will be shown your child/children and all of their teachers. Switching between your children will show you each child’s teachers. Tick the teacher(s) you wish to book (there’s a ‘Select All’ link) and enter your availability at the bottom of the page. The wizard will use this information to calculate the best order for your appointments, to help you visit teachers in the quickest manner possible.

There is a useful guide for using the booking system, which you can find on our school website. Go to [www.thebolsoverschool.org/](http://www.thebolsoverschool.org/) and then choose General (on the top line) and Parents’ Evening booking Info.

**Troubleshooting Tips**

* If you cannot login and have tried all the combinations you think we have on file, please contact the school by phone and a member of the Admin Team will make the booking on your behalf.
* The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login ‘check’. Your e-mail address is never the reason you cannot login.
* If you have several children to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the ‘manual booking’ method. Use the ‘Change Child’ button on the blue bar (above the school’s name, at the top of the web page) to swap between your children.

In order to keep to schedules, parents/carers are asked to limit their time with each teacher. If more time is needed an extra meeting can be arranged at a mutually convenient time. Please do not hesitate to contact the school should you have any queries.

Yours faithfully

Mr Pridmore

Deputy Headteacher