



Alverstoke Church of England Junior School

Head Teacher: Mr Graham Cutter B.A.(Hons.)
Deputy Head Teacher: Miss Marissa Ballard B.A.(Hons.)
Business Manager: Mrs Julie O'Brien

November 2018

Dear Parents

You are invited to make appointments for the school's next parents' evening online. These will take place on **Wednesday 28th November and Thursday 29th November** (3:30-6:30pm) for all year groups.

To make your appointments please go to: <https://parents-booking.co.uk/alverstoke>

Please note: You need to type the web address above (or copy and paste it) into your website browser 'web address bar'. It is not available through the Google search engine.

You will need to enter:

- Your title (Mr/Mrs/Miss/Ms) and your surname
- Your child's first full name, surname, date of birth and child's class. Our classes are 3J, 3GK, 4B, 4G, 5BF, 5G, 6C, 6JS, 6S (this is not case sensitive).

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 **today** and will close for bookings at **noon on 27th November and 28th November** respectively.

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.

Troubleshooting Tips

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page.
- The email address you enter on the initial log in page will only be used for you to receive a confirmation of your appointment time. You do not need to enter your email address to access the site, however, if you don't you will not receive a confirmation email of your date and time.
- 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.

If you are unable to book at home, please contact the school office for help.

Kind regards

School office