

St Nicholas' CE (VA) Primary School

Idmiston Road • Porton • Salisbury • SP4 0LB

Phone 01980 610401

e-mail: office@stnicholas.wilts.sch.uk

website: www.stnicholas.wilts.sch.uk



Headteacher: Mrs Lucy Hill

21st September 2023

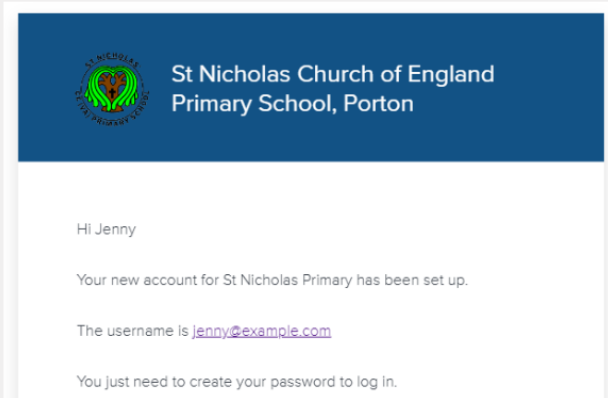
Dear Parents,

We are excited to be launching our new online booking system for parent consultations this year as mentioned in the newsletter. Please find below details of how to set up your account so that you will be ready to make your booking when the system goes live on 2nd October. On Friday 22nd September you will receive an email which will encourage you to set up an account and select a password.

Your Account Details

We will initially generate an account for you using the email address you have provided to the school for communications. When we do this, you will receive an email inviting you to create a password for your account.

If you have not received the message, check your junk/spam folder.



You will NOT be able to make a booking for an appointment at this point. Once you have an account when the system goes live then you will be able to go into your account and select which dates and times are most suitable for your family. You will be able to access your account via your emails or via the Parent Consultation tab under the Parents section of our website- see below.

Logging in

You can access our booking system at any time using this link:

LOGIN

You will be prompted to log in by entering your email address and password. If you have not yet set your password, you can request a password reset email by clicking 'Forgot your password'. You should use the email address you have registered with the school.



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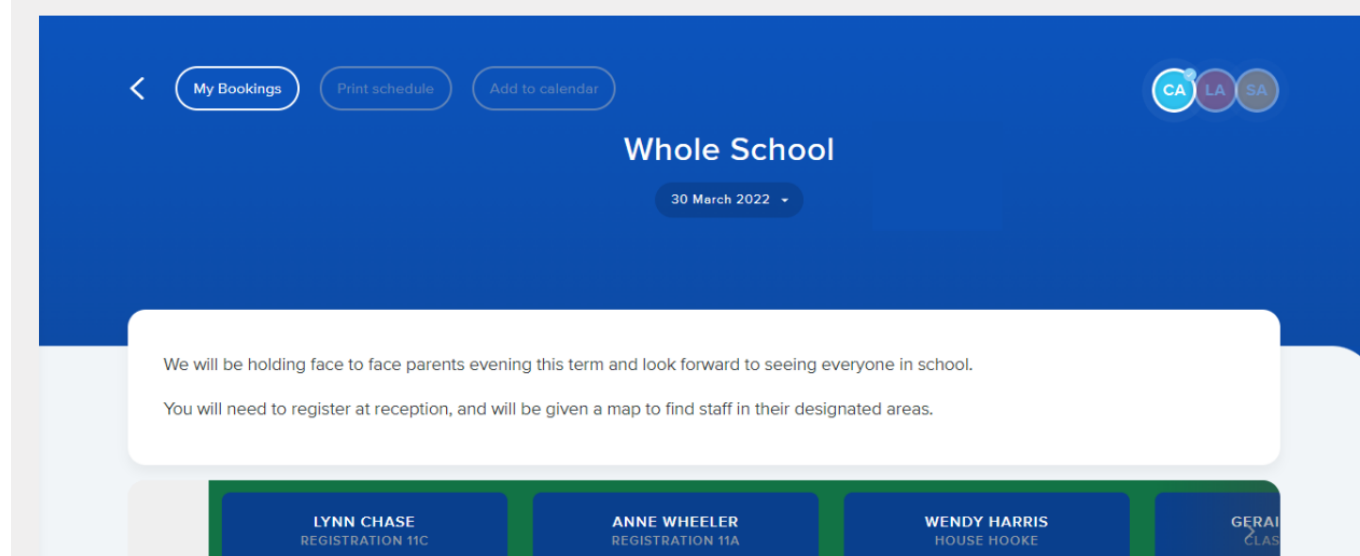
Please see below instructions for making a booking once the appointments go live.

Making a Booking

The child you are booking for will show in the top right-hand corner of the screen. If you have more than one child at our school, you will see a circle for each child. Simply click on the relevant circle to select the child you want to make a booking for.

Find the teacher and time you'd like to book and click to reserve the time slot. The selection will show in green with the word "RESERVED". The time allocated for each slot will be automatically populated.

The slot will be reserved for 10 minutes. To confirm the reservation you'll need to click on the save button in the bottom right corner.



Parent Consultations will be on Tuesday 10th October in person in the school hall from 15:30-18:00. The second session will be on Thursday 12th October in person in the school hall from 15:30-18:00. We encourage all parents to attend in person if possible.

There will be no zoom slots this year other than for our parents who do not live locally with their children or who are unable to attend school in person due to health or work constraints e.g forces. Please organise these separately via the school office on office@stnicholas.wilts.sch.uk

As with any system there are bound to be some teething problems and we ask for your patience while we all learn how to use the new system. Hopefully this will make the whole process much easier and more accessible for all our parents.



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In order to ensure the smooth running for all can I politely make a couple of requests:

- 1) Can all parents with a child currently on the SEND register contact Mrs Waddington on senco@stnicholas.wilts.sch.uk by Wednesday 27th September with your preferred dates and times so that we can book you an extended slot.
- 2) While all parents in our system will receive the link to create an account we respectfully ask that families who are separated continue to organise combined appointments, where possible, as we find this works best in order for both parents to hear the same messages and to be clear about supporting their child together. It also helps us to keep teacher workloads manageable.

Best wishes,

Lucy Hill
Headteacher

