



# WESTON FAVELL ACADEMY

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Dear Parents,

## Year 9 Parents Evening – Thursday 20 June 2019

We have an online booking system for Parents' Evenings and the next event is the Year 9 Parents' Evening, where you can come along and have a chat with your child's subject teachers to see how they are progressing.

Go to: <https://www.parents-booking.co.uk/westonfavell>

**PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address, or use a 'Search Engine', as that will not work. This is a common mistake on phones and tablets especially.**

Login to see which appointments are available and select one that is convenient for you.

### **You will need:**

Your child's legal first name and legal surname

Your child's date of birth

Your child's register class

The system is live **from midnight on Friday 31<sup>st</sup> May 2019** and will be open to take your bookings until **Thursday 20<sup>th</sup> June 2019 2.00pm**. You can book your appointment for the Parents' Evening anytime during this period.

A new 'Automated Booking' wizard has been added to the software. This is a new way of booking and will allow you to enter your availability. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol:



### **Troubleshooting Tips - Please read before booking!**

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record. **Most issues occur if you are inputting Mrs, when we have you registered as Miss or Ms.**
- The child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth - 12/09/2009
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.

- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.

If you are unable to book at home, please call the academy on 01604 402121

Yours faithfully

Mrs R A Brewill  
Administration Manager