



# BISHOP CREIGHTON ACADEMY

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November 2022

Dear Parents /Carers,

## Parent / Teacher Consultation Meetings

We have organised for online booking system for parents' evenings. Our next event is on **Monday 7<sup>th</sup> November and Wednesday 9<sup>th</sup> November 2022.**

Go to <http://www.parents-booking.co.uk/bishopcreightonacademy>

**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 forename and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **Monday 31<sup>st</sup> October 2022 at 3pm** and will be open to take your bookings until Sunday 6<sup>th</sup> November at 5pm.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

### **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 surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- 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 the best way is to use the booking wizard, where your children are tabbed above the teachers name, if you prefer to manually book your appointments 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.

If you are unable to book at home, please call into the office for help.

Yours sincerely,

Mrs Redhead  
Principal

**Part of the Greenwood Dale Foundation Trust Group of Academies**

