

# Tynewater Primary School

a thinking-caring learning community

## Information for Nursery to P7 Parents

### Tuesday 3 September 2019



#### Parent-Pupil-Teacher Meetings on:

**Nursery to P7 – Monday 7 October 2019** from 4.00 to 6.30pm (end of last appointment) **and**  
**Nursery to P7 – Thursday 10 October 2019** from 4.00 to 6.30pm (end of last appointment) **and**  
**Nursery to P7 – Wednesday 30 October 2019** from 4.00 to 6.30pm (end of last appointment)

Please note that to accommodate all pupils, Mr Woods' (P5) last appointments will end at **6.45pm**.

We are again using the new online booking system for our parent-pupil-teacher meetings.

To book appointments please go to <http://www.parents-booking.co.uk/tynewater>

**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.**

Or you can go to our school website <http://tynewater.mgfl.net/> and click the link on the right hand side 'Parents' Evening Booking System' which will take you directly to the login page. We have also posted a Parents Evening Guide which gives step by step instructions.

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

The system will go live on **Tuesday 3 September at 7.00pm** and will be open to take your bookings until **Friday 20 September at 9.00am**.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night. You will find troubleshooting tips on the next page of this letter.

If you are unable to book at home or are unsure please call in to the office or telephone and Mrs Munro will assist you.

Please note that it is parents' responsibility to make an appointment / appointments in good time to support their child(-ren)'s learning. Inevitably the earlier that you make a booking, the more likely you are to secure a time nearest your preferred time. Whilst Mrs Munro, our Administrative Assistant, can as the closing date approaches send you a reminder to book, **it remains each parent's responsibility to actually make the booking.**

Thanking you in anticipation,

Douglas Lawson  
*Head Teacher*

**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
- 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
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- 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*