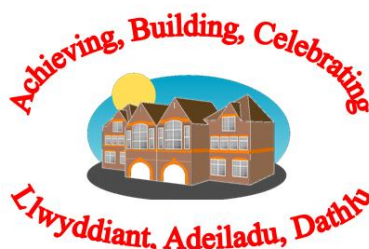


Cilâ Primary School Ysgol Gynradd Cilâ

Acting Headteacher:
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Dear Parents/Guardians,

Good news! Parents Evening just got a whole lot easier because you can now book your appointments online. There is guidance on the school website for support if you are using a desktop or a mobile device.

We will send a link to your mobile phone, which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next, you will be taken to the booking page. This will show your children alongside the teachers that you can book in with. This will even give you the option to add any questions that you might want the teacher to see before the meeting.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. **Each slot is for a maximum of 10 minutes. Your timeslot cannot run over your allocated time, as other parents will be waiting. Only one slot can be booked per pupil.**
5. Once you have chosen a time, please click 'Book this Slot' to complete your booking. When the button has turned green, you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone again to check your booking time or even un-book by clicking the green booked button. You will be informed by text, the date and time the online booking system will close.

Please be advised, teachers may contact you from a withheld number on the date and time of your appointment. You will be contacted on the mobile number you have provided for the school text messaging service only. Please ensure you have a good signal and that your mobile is charged.

Yours Sincerely,

V Taylor

V Taylor
Acting Headteacher

