



21st October 2020

Dear Parent and Carers

You are invited to make appointments for the school's next parents' evening online. We will be holding these over Microsoft Teams. When you book your slot it is important you supply us with the email address you want to use. We will email a Teams link the week after half term to you. The meetings will be on Tuesday 10th and 11th November (4HW 12th instead of 11th). You will have a ten minute appointment with the teacher.

To make your appointments please go to: www.parents-booking.co.uk/queenspark

Please note: You need to type this address into your website browser's 'web address bar'. Don't 'Google' search the website address, it will not be searchable that way.

Login by entering the requested information, and then use the Manual Booking option to make your appointments.

You will need to enter:

- Your title (Mr/Mrs/Miss/Ms) and surname
- Your child's first name, surname and date of birth

Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.

The booking system will allow you to make bookings from Wednesday 21st October at 5pm and will close for bookings on Tuesday 3rd November at 9 am. Once you have logged in, please use the Manual Booking option.

Troubleshooting Tips

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page. The title field can be quite sensitive so please try all options on the drop down menu i.e Ms, Mrs, Miss.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your email address is never the reason you cannot login.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

If you are unable to book at home, please contact the school office for help.

Best Wishes

Mrs S Simmons
Principal

Queen's Park Academy

Sian Thomas, BEd (Hons), CEO - AAT
Alexandra Prout, BA, Director of Primary Education
Sarah Simmons, BEd (Hons), Principal

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