

Our Ref: KFA/612.JCP

1st September 2022

Dear Parents/Carers

Choose your own Parents' SEND Evening appointment

We would like to invite you to attend our first SEND Tripod afternoon on Thursday, 8th September, 3.30pm – 6.00pm. The appointment slots are in school and are ten minutes long, you will meet with a member of the SEND team. **Please just book with one member of staff and DO NOT use the booking wizard.** See below for further details on how the evening will work.

We have an online booking system for Parents' Evenings and here's what you need to do;

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

Here you will see which appointments are available, and also be able to select one that is convenient for you.

You will need:

Your child's first name and legal surname

Your child's date of birth

Your child's Tutor Group – see below

The system will be live **today** and you will then be able to make bookings for Parents' Evening. There is a short guide included with this letter which explains the three simple steps needed to make an appointment.

Form Tutor	Register Class
Mrs J Standen	7S
Mr M Gilbert	7T
Ms E Jenkins	7O
Miss J Howland	7W
Mrs G Page	7H
Ms G Smith	7I
Mrs G Whitfield	7G

Helpful Hints – Read before Booking

- Your child's date of birth has to be entered in exactly the right format, using four digits for the year of birth e.g. 12/01/2011
- Where it says 'child's register class', you need to type the code from page 1, such as 7S, and not the teacher's name.
- The email address you enter is only required to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email that is the problem because the system does not actually hold your email address – please refer back to the tips above.

If you are unable to book at home, please contact school on 01449 613541 and a member of the office staff will help you.

Yours sincerely

Katy Farrow

Mrs K Farrow
Assistant Headteacher

Guide

Step 1: Complete your details

Stowmarket High School
School contact details: Alistair Ewan
Phone: 01449 613541 Email: ae@stowmarkethigh.suffolk.sch.uk

* Fields marked with this are mandatory.

Parents' title* Parents' Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB (dd/MM/yyyy)* Child's Register Class*

Login

Step 2: Choose the evening

List of Parents' Evenings
Click the Group that contains the Parents' Evening you want to make bookings for.
You are logged in as [redacted]

Name of Group	Parents' Evening	Date	Start	End
Spring	Year 9 Parents' Evening Make Your Bookings Here / or use Automated Booking	14/01/2016	04.30 PM	07.00 PM

Click Here

Step 3: Start to select your bookings by clicking the subjects and selecting your time. When you have finished the system will email the bookings to you. If you have any questions do not hesitate to contact us.

To make your booking, please select which teacher you would like to see and then choose an available slot from the list. You can Cancel your booking or Edit your comments by clicking the Green Booked slots again.
Please note that consecutive booking times are not allowed. This is to allow you enough time to reach your next appointment.

Year 8 Parents' Evening 19/11/2015

Teacher requests Leave feedback

Art 1 option(s) remaining DESIGN 1 option(s) remaining Drama 1 option(s) remaining English 1 option(s) remaining

Previous 1 2 3 4 Next

Miss G Page
Art A14

Previous 1 Next

Key Available Your Booking Your appointments Unavailable

04.30 PM	Available	(Click to reserve)
04.35 PM	Available	(Click to reserve)
04.40 PM	Available	(Click to reserve)
04.45 PM	Available	(Click to reserve)
04.50 PM	Available	(Click to reserve)
04.55 PM	Available	(Click to reserve)
05.00 PM	Available	(Click to reserve)

Booking instructions
Print your bookings
Email your bookings
Cancel all bookings