

Onehouse Road, Stowmarket, Suffolk, IP14 1QR Tel: 01449 613541 Email: <u>enquiries@stowhigh.com</u> Web: www.stowhigh.com

THE FUTURE OUR BUSINESS

Our Ref: KFA/794.JCP

20 February 2023

Dear Families

We would like to invite you to our second pupil passport event on Thursday 23rd February, 3.30 pm – 5.00 pm. You do not need to attend this event, if you do not have any concerns or if you do not want any part of your child's pupil passport updated. If you cannot make the meeting but would like us to catch up with your child, please could you email t.gerrard@stowhigh.com and we will happily arrange an appointment with them.

The meetings are in school and the slots fifteen minutes long. 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 C Whiting	8S
Mrs G Dolby	8T
Mrs S Brett	80
Mr A Aysakov	8W
Miss A Fitch	8H
Mr L Andrews	81
Mr S Hullett	8G

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. 12/01/2008
- 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.







Onehouse Road, Stowmarket, Suffolk, IP14 1QR Tel: 01449 613541 Email: <u>enquiries@stowhigh.com</u> Web: www.stowhigh.com

THE FUTURE OUR BUSINESS

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





Onehouse Road, Stowmarket, Suffolk, IP14 1QR Tel: 01449 613541 Email: <u>enquiries@stowhigh.com</u> Web: www.stowhigh.com

THE FUTURE OUR BUSINESS

<u>Guide</u>

Step 1: Complete your details

Stowmarket High Sch School contact details. Al Phone:01449 613541 Er	tool Iistair Ewan mail:ae@stowmarkethigh suffolk sch uk * Fields marked with this are mandatory
Parents' title* Parents' Surna	ame* E-Mail Address
Ms ·	
	Your email address is used to receive booking
Please optor the details of the child you wa	ent to make bookings for
Child's First Name*	Child's Surname*
Child's DOB (dd/MM/vvvv)*	Child's Register Class*
(
-	
(Login

Step 2: Choose the evening

List of Parents Click the Group tha You are logged i	s' Evenings t contains the Parents' Evening you want to make bookings for. n as			
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 H	ere			

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.

ear 8 Parents' Eve	ning 19/11/201	5	Teacher requests	Leave feedback
			Teacher requests	Coave revolution
1 option(s) rema	ining	DE SIGN 1 option(s) remaining	Drama 1 option(s) remaining	English 1 option(s) remainin
Miss G Page Art, AM	Key 🔲 🗖	Previous	1 (Next)	ailable
Miss G Page At AN 04.30 PM	Key 🗆 🖬 A Available	(Click to reserve)	1 Next Your appointments Unav	nilable Booking instructions
Miss G Page Art AM 04.30 PM 04.35 PM	Key 🗌 A Available Available	(feverine) Available Your Booking (Click to reserve) (Click to reserve)	1 (not) Your appointments III Unav	ailable Booking instructions
Miss G Page Art AM 04.30 PM 04.35 PM 04.40 PM	Key Available Available Available	(Click to reserve) (Click to reserve) (Click to reserve)	1 (ex)	ollable Booking instructions Print your bookings
<u>Мівь G Page</u> Аклан О4.30 РМ О4.35 РМ О4.40 РМ О4.45 РМ	Key Available Available Available Available	(Click to reserve) (Click to reserve) (Click to reserve) (Click to reserve)	1 (ex) Your appointments I Unav	ailable Booking instructions Print your bookings Email your bookings



