

Our Ref: KFA/796.JCP

06 March 2023

Dear Families

We would like to invite you to our second pupil passport event on Tuesday 14<sup>th</sup> March, 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.gerrad@stowhigh.com](mailto:t.gerrad@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 S Bailey	9S
Mr S Peckford	9T
Mr S Biss	9O
Mr R Furlong	9W
Miss A Hewitt	9H
Ms V Gibson	9I
Mr A Wright	9G

**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: [enquiries@stowhigh.com](mailto:enquiries@stowhigh.com)

Web: [www.stowhigh.com](http://www.stowhigh.com)

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

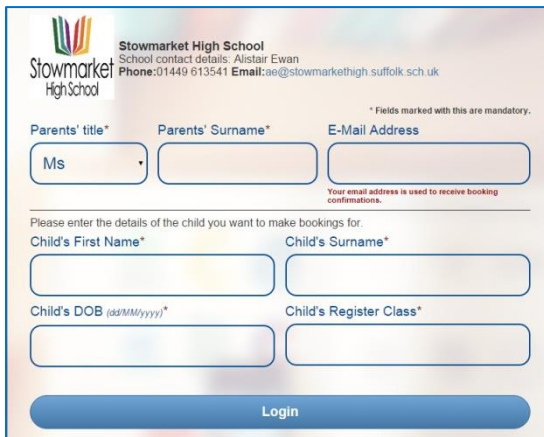
Yours sincerely

*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](mailto: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