



26 November 2018

Dear Parent/Carer,

The S5/6 parents' evening will be held on **Monday 10 December 2018 from 5.15-7.15pm**. We are now using an online booking system which will allow you to make bookings from **Monday 26 November at 6pm** and will close for bookings on **Sunday 9 December at 11.55pm**.

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

Login by entering the required information. We then recommend you use the Booking Wizard to make your appointments.

You will need to enter:

- Your title 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.

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments, although a manual booking option (one booking at a time, one child at a time) also exists. In the Booking Wizard you will be shown your child/children and all of their teachers. Toggling between your children will show you each child's teachers. Tick the teacher(s) you wish to book (there's a 'Select All' link) and enter your availability at the bottom of the page. The wizard will use this information to calculate the best order for your appointments, to help you visit teachers in the quickest manner possible.

Troubleshooting Tips

- 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 e-mail address is never the reason you cannot login.
- If you have several children to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the 'manual booking' method. 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 and ask for Catherine/Rachael.

Yours sincerely,

Mr J Croall
Rector