



28 January 2019

Dear Parent/Carer,

The S3 parents' evening will be held on **Monday 11 February 2019 from 5.15-7.15pm**. We are now using an online booking system which will allow you to make bookings from **Tuesday 29 January at 7pm** and will close for bookings on **Sunday 10 February at 11.55pm**.

To make your appointments please go to: [www.parents-booking.co.uk/millburn](http://www.parents-booking.co.uk/millburn)

**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.
- Please be aware there may be occasions, i.e. when a teacher has multiple classes, when it will not be possible for an appointment to be made as the number of pupils taught will exceed the number of available appointments. Parent contact time is part of teachers' contracted working time and the system allows for a maximum of 24 appointments.
- You can make a maximum of 12 appointments. Please think carefully about the teachers you require to see. It may be beneficial to see a teacher for a subject which your child is finding challenging rather than the teacher of a subject where you know your child to be managing well. It is possible to make an appointment with your child's Guidance teacher to review progress generally but, for the purpose of the 12 appointment slots, you might prefer to meet with subject teachers.

**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 for assistance.

Yours sincerely,

Mr J Croall  
Rector