

Dear Parent

An easier way to book parents' evening appointments!

From [Date] we will be using Parents Evening Manager on ParentMail – so you can book your parents' evening appointments from your smartphone, tablet or computer.

You will be alerted once you can book appointments and will then be able to select the times that are convenient to you. It's all very straight-forward, but if you need help you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/

Please note, you will need to be registered on ParentMail to be able to book appointments – if you haven't received a registration email or text, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live! To do this, simply search for "ParentMail" in your App store.

If you do not wish to book your parents' evening appointment online, you can simply contact the school office and we will book appointments for you.

If you have any issues or queries with the process, please contact [Name] in the school office as soon as possible.

Yours sincerely

Head Teacher