

**ST. FAITH'S CHURCH OF ENGLAND
PRIMARY SCHOOL**

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Lighting the Path



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Together: We Learn, We Share, We Pray, We Care.
October 2014

Dear Parents

Parents Evening Tuesday 21 October and Thursday 23 October 2014

We would like to invite you to our Autumn term parents evening. These evenings give you an opportunity to meet with your child's class teacher/s to discuss how they have settled into their new class/year group and for us to share with you their progress to date, behaviour and attitude towards learning. This year we are introducing an online booking system for parents for a ten minute appointment.

Logging in and booking instructions.

Please note this will be available from 9.30am on Monday 6th October

To make an appointment please put the following address into your web browser:-
<http://parents-booking.netmedia.co.uk/stfaiths>

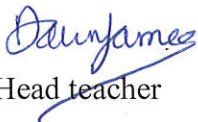
Once you have arrived at the Parent's Evening Booking system you will need to log in using your personal information. The software will ask for parent's title and surname. If you also enter your email address the system will be able to send your appointment to your inbox as confirmation of your booking. Next you enter the first name, surname and date of birth of your child. It is important that here you enter what they are known as on our registration system in school. If you need to check these details please pop into the school office.

Select the parents evening within which you would like to make a booking and select a time of your choice from those available by clicking on the time in the booking table. It is possible to record any discussion topic that you may like to make the teacher aware of, this is entirely optional and a part of the software that you may or may not wish to take advantage of. Finally press "Make Booking"

If you have more than one child you can then proceed to the next child and repeat the process. Once you have made all of your bookings, you will be able to print or e mail your appointment by pressing the relevant buttons at the top of the page. Be aware that your internet browser might have a "pop up blocker" when pressing Print Appointments. You may need to "allow" the pop up and press the "Print Appointments" button again. Once you have printed or e mailed your appointment, you can log out.

If you do not have access to a computer, please ask for a form from the school office and the office staff will log in and make an appointment for your child from the time slots available and confirm the time to you.

Yours sincerely


Head teacher

