



Thorntree Road, Thornaby,
Stockton-on-Tees,
TS17 8AP
Tel: 01642 647010

Headteacher: Miss L. Moore

Thursday 7th November 2019

Dear Parents,

As you are aware, our first parents evening of this academic year is on Monday 18th November 2019. Good news! Parents Evening just got a whole lot easier because you can now book your appointments online.

We will send a link to your mobile phone which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. You will be taken to the booking page. This will show your children alongside all of the teachers that you can book an appointment with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green, you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you. If you require any help, please pick up a user guide from the School Office or speak to a member of staff.

Many thanks in advance for you co-operation.

Yours sincerely

Leanne Moore
Headteacher

Article 28: Every child has the right to an education



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Mandale Mill – Making an Impact on Lifelong Learning

