

BOURNVILLE INFANT AND BOURNVILLE JUNIOR SCHOOLS

October 2018

Dear Parents

Parents' Evening and SEND Reviews – Autumn Term

We are holding our first parents' meetings this academic year during this month. This is an opportunity for you to meet with your child's class teacher and SENDCo where appropriate, to discuss how they have settled in, look at their books and discuss their academic progress.

Appointment times are as follows:

Parents' Evenings

Tuesday 23rd October 5.30pm – 8:00pm

Wednesday 24th October 3:45pm – 6:15pm

SEND Reviews/Parent Meetings

w/c 15th October Daytime slots available

w/c 22nd October Daytime slots available

Access to the schools will be through both the Linden Road and Woodbrooke Road gates for the evening appointments but only through the Woodbrooke Road (Junior School) entrance during the daytime appointments.

For the first time, both schools are using an electronic booking system, which is accessible via the following link from 7pm this evening <https://parents-booking.co.uk/bournvilleinfant> or <https://parents-booking.co.uk/bournvillejunior>.

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially. There are also tutorials on how to use the system available via the link.

Please bear in mind when booking appointments that you will need to allow yourselves time to move between classrooms/buildings if you have more than one child at the schools. We are aware that it can be frustrating when appointments overrun; we appreciate your support in helping us to manage the time slots efficiently.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you do not want to use the booking wizard, you can make appointments one-by-one using the alternative 'manual booking' method listed on the page you'll be shown after you login.
 - If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the web page to swap between your children. This is not necessary when using the Booking Wizard.

If you have difficulty with the link or accessing a computer, please contact the appropriate school office who will be able to help.

Special Educational Needs Reviews will take place during the day time and will incorporate the parent meeting with the class teacher in attendance. The dates and time slots will also be available to book through the electronic booking system.

We look forward to seeing you. Thank you for your continued support.

Yours faithfully



Mrs C Williams

Headteacher