



21 January 2019

Dear Parent/Carer

Re: Year 11 Performance Review Evening – Wednesday 13 February 2019 **(Please note change of Date)**

This event gives you the opportunity to speak with your child's subject staff to discuss progress and achievement at a vital stage in their school life. Please book via our online booking system for parents' evenings. Year 11 Performance Review Evening is **Wednesday 13 February 2019 from 3.30- 7.00pm in Birchwood College.**

Go to <http://www.parents-booking.co.uk/Birchwoodhigh>

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.

Login to see which appointments are available and select one that is convenient for you.

You will need:

- Your title and surname *(these must match those we have on record for you)*
- Your child's first name, surname and date of birth

The system is live from **21 January 2019 at 12 Noon** and will be open to take your bookings until **8 February at 12 Noon.**

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teachers and asked to enter your availability. Our wizard will use this information to calculate an order for your appointments which is the most efficient.

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 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 Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

If you are unable to book at home, please call into the office for help.

Yours sincerely

Ms L Gilchrist
Year Team Leader