

St Bernadette's RC Primary School

Edward Avenue, Stenhousemuir FK5 4XR

Telephone: 01324 503400

Headteacher: Mrs Marianne Savage



Falkirk Council

Children's Services

Date : 27th October 2023

Dear Parent/Carer,

We have organised the Parent's online booking system for our Parent Consultation evening being held on **Wednesday 8th November 2023 between 3.30pm and 6.30pm** and **Wednesday 15th November 2023 between 4.30pm and 7pm.**

Go to: <https://www.parents-booking.co.uk/stbernadettesps>

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 to enter:

- Your title (Mr/Mrs/Miss) 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 **2nd November at 9am** and will be open to take your bookings until **the day before the Parent Consultation at 10am. NO BOOKINGS CAN BE MADE AFTER THIS DATE.** Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers. Tick the teacher you wish to book and enter your availability. The wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

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, and decide not to use the Booking Wizard, but instead make appointments individually, 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

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

Yours sincerely,

Marianne Savage,
Headteacher.

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