



Bell Baxter High School

18th January, 2018

Dear Parent,

We have created a new online booking system for our Parents' Evenings appointments. Our next events are on **Thursday, 1st February** and **Wednesday, 7th February** for S3 classes. These will be split by surname with the first parents' evening for pupils with surname A-L on Thursday, 1st February and the second evening for pupils with surname M-Z on Wednesday, 7th February. Please use the following web address to access the appointments system:

<http://www.parents-booking.co.uk/bellbaxter>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. You will be unable to find this address by using a search engine.

Login to see and select the appointments that are convenient for you.

To log in you will need to enter:

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

For pupils with surname beginning A-L the system is live as of the **20th January** and for pupils with surname beginning M-Z the system is live as of the **27th January** and will be open to take your appointments until **11am** on the day of your parents' evening.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your parents' evening appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments.

Troubleshooting Tips (please read before booking!)

- To log in, 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 log in 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 message when you login, it will not be the email address causing 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's profiles.

If you are unable to book at home, please contact the Main Office for some help.

Please note, a representative from BrightRED will be present at this evening and you will be able to purchase books at a cost of £10.

Mr P. Black

Rector