

Our Ref:  
Your Ref:  
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Date: 04/11/2019



## Education and Families

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Dear Parent/Guardian

In line with almost all other secondary schools in the authority, we are moving over to the new Online Parents' Evening booking system for the S3 parents evening on 20<sup>th</sup> February. This means you will now be able to make your own appointments and hopefully choose times to suit. In order to do this, please access the system via the link below:

<https://parents-booking.co.uk/greenfaulds>

**Please note: You need to type this address into your website browser as it will not be accessible through Google search.**

Login by entering the requested information, and then use the Booking Wizard to make your appointments.

### You will need to enter:

- Your forename and surname
- Your child's first name, surname and date of birth

**Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, you will need to login with the details we have on file.**

The booking system will allow you to make bookings from **Thursday 6<sup>th</sup> February at 7 pm** and will close for bookings on **Wednesday 19<sup>th</sup> February at 9.00 am**.

- Although we recommend using the 'Booking Wizard' to make your appointments, there is a manual booking option too. (one booking at a time, one child at a time). Therefore, if you have several children and prefer to use the 'manual booking' method, use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

### Troubleshooting Tips

- If you cannot login and have tried all possible combinations, please contact the school office using the e-mail address at the top of the login page.
- The email address you enter is only used to receive confirmation of your appointments. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.

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

Yours faithfully

Mr Harris  
DHT S3



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IN PEOPLE | Accredited  
Until 2021

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VISIT