



## St. Mary of the Angels Catholic Primary School

*Following Jesus in all we think, do and say*

Shrewsbury Road, Bayswater, London W2 5PR  
Telephone: 020 7792 1883 Email: [office@stmaryangels.co.uk](mailto:office@stmaryangels.co.uk)  
Website: [www.stmaryangels.co.uk](http://www.stmaryangels.co.uk)  
Headteacher: Mrs Mary Wilson

22<sup>nd</sup> September 2017

Dear Parent / Carer

### **Parent Teacher Consultations: Online Booking**

As mentioned in last week's newsletter, we have organised a new online booking system for our forthcoming Parent Teacher Consultations which are taking place after school on Tuesday 17<sup>th</sup> and Thursday 19<sup>th</sup> October. Booking opens at **10am on Monday 2<sup>nd</sup> October** and closes at 4pm on Friday 13<sup>th</sup> October.

In order to use the system you will need to have supplied the school with your email address as you will be asked to enter this and other information as part of the verification process each time you log in. All parent and carers are asked to provide an email address on the contact form we send out annually. If you need to update your email address or have yet to provide us with one, please contact the school office by emailing [reception@stmaryangels.co.uk](mailto:reception@stmaryangels.co.uk) or by phoning the school office. If you do not have an email address please come in to or phone the school office by Thursday 28<sup>th</sup> September and we will make alternative arrangements for you to book an appointment.

While you cannot as yet book an appointment, you can from today check that you are able to log in successfully by typing the following address into your browser's address bar

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

St. Mary of the Angels Primary School  
School contact details: School Office  
Phone: 020 7792 1883 Email: [office@stmaryangels.co.uk](mailto:office@stmaryangels.co.uk)

\* Fields marked with this are mandatory.

Parent's First Name\* Parent's Surname\*

E-Mail Address

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name\* Child's Surname\*

Child's DOB \*

Login

This will take you to the school's **Parents Booking Page** where you will then need to fill in the details requested (see screenshot on the left). Please note, your first name and surname must match the details we have on record for you.

As the system is not yet live you will not be able to book an appointment until it opens on Monday 2<sup>nd</sup> October, but you will be able to check that you can access the system and have time to contact the school office to check if we have your correct details on record.

Please note: the email address you enter is only used to send you email 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.

We have set up the system so that you cannot book consecutive appointments for siblings (unless they are twins in the same class) to ensure that you can get from one appointment to the next in good time.

If you have two or more children to make bookings for, you can 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.

When the booking system is live, please log in and follow the onscreen instructions to select and book your appointment. You will be able to change your appointment time and select an available slot right up until 4pm on Friday 13<sup>th</sup> October.

As this is a new system we welcome feedback and are happy to help if you have any problems using the system.

Yours sincerely

Mrs M Wilson  
Headteacher