



Whittingham, Alnwick, Northumberland NE66 4UP
Telephone: 01665 574222 Email: admin@whittingham.northumberland.sch.uk

Dear Parents/Legal/Guardians,

15th October 2018

As our Parent Consultations are next week, we are trialling a new booking system through Teachers 2 Parents which will be live from Tuesday 16th October 2018.

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Kind regards

Belinda Athey
Headteacher

Website: www.whittinghamprimaryschool.co.uk

Headteacher: Mrs. Belinda Athey



