



28 November 2017

Dear Parents/Carers

7LG1 and 7LG2 Parents' Evening, Wednesday 6 December Online Appointment Booking

I should like to invite you and your daughter to a Parents' Evening to be held on Wednesday 6 December in the main school hall from 3.15 – 7.00 p.m. During the evening you will have the opportunity to discuss your daughter's progress with her teachers.

In addition we are pleased to be able to offer a presentation from Vicky Whitebread our school counsellor at 5.15 p.m. and 6.15 p.m. on Emotional Wellbeing. This will be held in E1. Should you wish to attend please allow a gap of twenty minutes at the appropriate time when making your appointments.

Interviews with your daughter's teachers should be made via our new online appointment booking system, which allows you to choose your own appointment times with teachers. Appointments can be made from **5.00 p.m. on Thursday 30 November until Tuesday 5 December at midday**; should you wish to make any changes after this date please contact the school office.

Please visit <https://parents-booking.co.uk/fortpitt> to book your appointments. A short guide is included with this letter and if your child is taught by more than one teacher for any of their subjects please ensure they tell you which teacher you should book your appointment(s) with.

If you do not have access to the internet, or encounter any difficulties with booking, please contact the school office who will be happy to add appointments on your behalf.

I look forward to meeting you on this occasion.

Yours faithfully



**Miss V Melhuish
Head of Key Stage 3**

Enclosure

Headteacher : Nick Watkiss BMus (Hons), NPQH, FRSA, FCoT, PQSI

PARENTS' GUIDE FOR BOOKING APPOINTMENTS

Login to see which appointments are available and select one that is convenient for you at:
<https://parents-booking.co.uk/fortpitt>

You will need:

- Your first name, surname and email address (these must match those we have on record for you)
- Your child's first name, surname and date of birth
- The names of the teachers with whom you are booking appointments

The system is live from **Thursday 30 November at 5.00 p.m.** and will be open to take your bookings until **Tuesday 5 December at midday.**

Once you have logged in you can use either the 'Automated Booking Wizard' to make your appointments, where the wizard will calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner, or 'Make Appointments Individually.'

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 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 still encounter problems whilst booking online help can be found on the first page of your daughter/son's teacher details, or you can contact the school office at:
office@fortpitt.medway.sch.uk