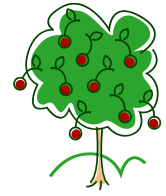


Cherry Orchard Primary School

"We care, we learn, we succeed"



Cherry Orchard Road, Handsworth Wood, Birmingham B20 2LB

Headteacher: Miss Alison Taylor B.Ed (Hons) NPQH

Deputy Headteacher: Mrs Emma Emery B.Sc (Hons) Business Manager: Mr. Peter Harper DSBM

Telephone: 0121-554 0862

E-mail: office@cherryorchard.bham.sch.uk

11th October 2017

Dear Parents,

Choose your own parents' evening appointment times online

We have an online booking system for Parents' Evenings and the next event is on **Tuesday 31st October 2017 and Wednesday 1st November 2017** for all classes from Nursery to Year 6.

Go to <https://www.parents-booking.co.uk/cherryorchard> or www.cherryorchard.bham.sch.uk (click on parents' info tab and then parents' evening appointments)

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address, or use a 'Search Engine', as that will not work. This is a common mistake on phones and tablets especially.

Login to see which appointments are available and select one that is convenient for you.

You will need:

Your child's legal first name and legal surname

Your child's date of birth

The system is live **TODAY** and will be open to take your bookings until **Monday 30th October 2017 until 11.00 p.m.** You can book for Parents' Evenings as soon as you receive this letter.

A new 'Automated Booking' wizard has been added to the software. This is a new way of booking and will allow you to enter your availability and choose which teachers you want to see before returning with the most efficient way to see all these teachers. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol:



PTO-



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 your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- The child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth - 12/09/2009
- 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.
- Don't forget to scroll down past the first evening to see dates and times for the second evening.
- If you have several children to make bookings for, 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. This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.

If you are require assistance please call into the school office and a member of staff will help you.

Yours sincerely

Mrs B Khatkar
Office Manager

