

8 February 2018

Dear Parent/Carer

Book parent consultation meetings online

We are excited to announce that as of today you can now book your parent consultation meeting online via our website. We have worked hard to make the process as quick, simple and secure as possible.

The upcoming meetings will take place between **4pm and 7pm** on **Thursday 22 February** and **Tuesday 27 February**.

We have put together a few steps to guide you through the process of booking online. If you have any problems, please contact the office by email on the address above.

How to book online...

- 1) Visit **www.branfil.com/meetings**
- 2) If you are a first-time user, you will need to register. Complete your first name, surname, email address and choose a password. You'll also be asked about storing your contact details and how we use your data. Please read these questions carefully.
We will send you an automatic confirmation email when you complete the registration.
If you have already registered, you can just log in with your email address and chosen password.
- 3) Next, you need to assign your children to your account. Every child has a unique ID. Your child's ID is printed at the bottom of this letter.
Enter the unique ID and press LOOKUP. Your child's name will popup. Press "+ ADD".
If you have more than one child, you can add another by following the same process.
- 4) Click on your child's name to begin the booking process. You will be asked to choose which date you want to book a meeting for. Click on either **Thursday 22 February** or **Tuesday 27 February**.
- 5) The date, class and teacher will be confirmed along with a list of all the available timeslots. Each slot lasts 10 minutes.
Choose your preferred slot by clicking the entry in the list. A popup will open asking you to confirm your choice. Press "BOOK" to complete the booking. We will send you an automatic email to confirm the time and date.
That's it, your booking is now complete. If you need to make a booking for another child, just press "GO BACK" and select the name from the list and go back to step 4, above.

If you need to cancel your booking, you can do so by clicking on your child's name and then "CANCEL". You'll be asked to confirm your decision. The slot will then be freed up for someone else to book and you can choose another meeting time, if you want to.

If you have any problems with the booking system, please send us an email with the details of the problem and we will look in to the issue as soon as possible.

We hope that you find our new system easy to use and are sure you'll agree that this method of booking is much simpler than handling slips of paper!

Yours sincerely,



Mrs N Sansom
Headteacher

CHILD NAME: xxxxxxxxxxx xxx

UNIQUE ID: xxxxxxxx