



20 September 2017

Dear Parent/Carer,

We have organised for a new online booking system for our Parent Consultation Evenings. Our next event is on **Wednesday 4 October and Thursday 5 October 2017.**

Please go to our new booking site using the following link :- <http://www.parents-booking.co.uk/castleviewprimary>
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. Please see the reverse of this letter for an example of what to do.

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

You will need to enter:

- Your first name and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live for everyone from **Tuesday 26 September** and will be open to take your bookings until **Monday 2 October**. Obviously this is a system for all parents to use so the sooner you access it the more chance you have of getting appointments at the times that suit you.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

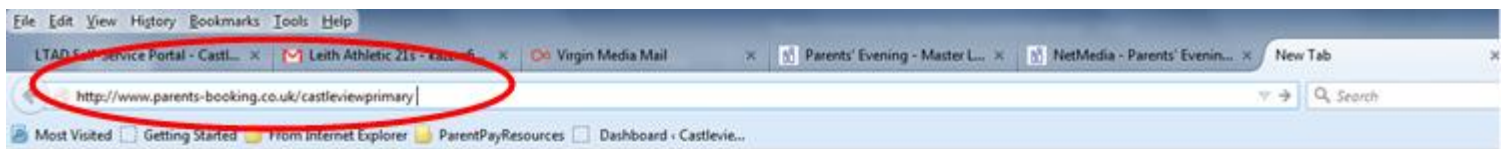
Troubleshooting Tips - please read before booking!

- 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 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 have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, 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

If you are unable to book at home, please call into the office who will be able to assist you.

Best wishes,

Ms Lindsey Watt
Headteacher



Copy the link and paste it into the address bar of your browser (usually the top right of the page –circled in red here).

A screenshot of the login page for the parents-booking.co.uk website. The page features the Castleview Primary School logo and contact information: "Castleview Primary School", "School contact details: School Office", "Phone:0131 661 6429 Email:admin@castview.edin.sch.uk". The form includes fields for "Parent's title*" (with a dropdown menu showing "Ms"), "Parent's Surname*", and "E-Mail Address". A note states "Your email address is used to receive booking confirmations." Below these are fields for "Child's First Name*", "Child's Surname*", and "Child's DOB*" (with three dropdown menus for day, month, and year). A blue "Login" button is at the bottom of the form. The browser's address bar shows the URL "https://www.parents-booking.co.uk/castviewprimary".

Your information should be typed into these boxes – To Allow your parent appointment to be registered and confirmed you must type in a valid email address.

Your childs information should be typed into these boxes. You will be able to book appointments for all children you have attending Castleview. Once logged in you will be able to view available appointments for your childs class and book them.