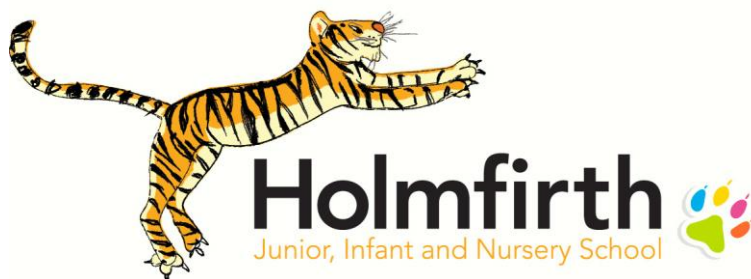


4 October 2022



Dear Parents

We have set up the online booking system for our parents' evenings. These will be held on Wednesday 12 October and Wednesday 19 October, 2022. Appointments start at 2.30pm and finish at 5.40pm. The booking system is open from 11.15am today.

Time slots will be 10 minutes per meeting – if you are making appointments for more than one child you will not be able to book another appointment immediately following your first appointment as we have to leave a margin of time just in case any meetings are running behind time. There is a limit of **one appointment per child** as it is not possible to fit in one appointment per parent – both parents can attend the meeting.

If your child is in a class with more than one teacher please note that, where possible, both teachers will be present during the meeting. Time slots will be 10 minutes per appointment – if you are making appointments for more than one child you will not be able to book another appointment immediately following your first appointment as we have to leave a margin of time just in case any appointments are running behind time.

If your child is in a class with more than one teacher please note that both teachers will be present during the appointment. These sessions will again take place face to face - in your child's classroom, in school.

Go to <https://parents-booking.co.uk/holmfirthjinschool>

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
- Your child's class (please enter **Class 6, Class 5, Reception Class** etc (rather than Year 6, Year 5, Reception etc)

The system is live from 11.15pm **TODAY** and will be open to take your bookings from today until **12.30pm on the afternoon of each session**. Bookings are made on a first come, first served basis.



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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 mobile, email or surname, for example, and not informed us, they system 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
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- If you have more than one child 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.

If you are unable to make a booking online, please call the office on 01484 687565 and a member of staff will be happy to help you and arrange a booking for you.

Best wishes,

Alex Sykes

Alex Sykes
School Business Manager



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 **Kirklees**
COUNCIL