



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr A McGinnes

2 May 2018

Dear Parent / Carer,

YEAR 7 PARENTS EVENING – ONLINE APPOINTMENT BOOKING

I would like to invite you to attend our Year 7 Parents' Evening on Thursday 10 May 2018. The purpose of this evening is for you to discuss your son/daughters progress with their subject teachers.

The school uses ParentMail, which includes online parents evening appointment booking system and in order to book these appointments you are required to register. Should you require any instructions on how to register please visit our website www.buckinghamschool.com selecting "News and Events" followed by "Latest News". Very similar to our previous system ParentMail will allow you to choose your own appointment times with teachers and review / amend these at your convenience.

Once registered within ParentMail additional guidance and support can be accessed using the Parents Help Guide, this is accessed by clicking on the orange "Help" button or entering the following address in your web browser:

<https://parentmail.co.uk/help/parenthelp/applications/parents-evening-manager/>

Please note that parents evening appointments can be made online from Friday 4 May from 4pm, and will close on Wednesday 9 May at 16:00. An email will be generated to you confirming your appointments, once the booking system has closed.

I hope you will take advantage of this opportunity to support your child in achieving their full potential and look forward to seeing you.

If you do not have access to the internet, please contact Mrs Whitbread on ext:232 in Student Centre who will be happy to add appointments on your behalf.

Yours faithfully,

Miss Collie

Head of Year 7

Email: ccollie@buckinghamschool.org

