



# Broughton Primary School

Broughton Road, EH7 4LD

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February 2024

Dear Parent,

You are invited to make appointments for the school's next parent/carer consultations. This will be an in-person meeting in school.

These will take place on **Wednesday 20<sup>th</sup> March from 5pm-8pm, and Friday 22<sup>nd</sup> March from 1pm-4pm.**

To make your appointments please go to: [www.parents-booking.co.uk/broughtonprimary](http://www.parents-booking.co.uk/broughtonprimary)

**Please note: You need to type this address into your website browser's 'web address bar'.  
Try not to 'Google' search the website address, it will not be searchable that way.**

Login by entering the required information. We then recommend you use the Booking Wizard to make your appointments.

#### **You will need to enter:**

- Your first name and surname
- Your child's first name, surname and date of birth

**Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.**

Make sure you enter the date of birth in this format- dd/mm/yyyy, so 14/07/2012, for example.

The booking system will allow you to make appointments from **Friday 1<sup>st</sup> March at 6.30pm** and will close for bookings on **Tuesday 19<sup>th</sup> March at 3.30pm.**

If you need to book an interpreter for your appointment, please choose your appointment time by **Friday 15<sup>th</sup> March.**

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments, although a manual booking option (one booking at a time, one child at a time) also exists. In the Booking Wizard you will be shown your child/children and all their teachers. Toggling between your children will show you each child's teachers. Tick the teacher(s) you wish to book (there's a 'Select All' link) and enter your availability at the bottom of the page. The wizard will use this information to calculate the best order for your appointments, to help you visit teachers in the quickest manner possible.

Guidance information and support materials are available to see on our school website- [www.broughtonprimary.org](http://www.broughtonprimary.org)

#### **Troubleshooting Tips**

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.
- If you have several children to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the 'manual booking' method. Use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

If you are unable to book at home, please contact the school office for help.

Best wishes,

Mr David Borthwick    Principal Teacher