



QUEEN BOUDICA
PRIMARY SCHOOL

Queen Boudica Primary School
Cowper Crescent
Colchester
Essex
CO4 5XT

Phone: 01206 844654

Fax: 01206 853127

E-mail: admin@qbps.essex.sch.uk

Website: www.qbps.essex.sch.uk

Head Teacher – Ms Clare Woodward

4th October 2017

Dear Parents/Carers,

Parent/Carer Consultations – Spring Term
Wednesday 18th and Thursday 19th October 2017

This is your chance to discuss your child/rens progress with their class teacher. The system goes live **tomorrow** (Thursday) **morning at 9am** and will be open to take your bookings right up until 12pm on the day of the appointments when the system will close.

Sessions available: Wednesday 18th October 3:30pm to 5.30pm
 Thursday 19th October 3:30pm to 5pm & 6pm to 8pm

To access the booking system, please go to <http://www.parents-booking.co.uk/queenboudica>

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.

To login, you will then need to enter:

Your surname

Your child's first name, surname (exactly as above) and date of birth

Please then click on Autumn Term to select (as shown below)

Autumn Term 2017

Name	Date	Start	End	Booking Opens	Booking Deadline
<input type="checkbox"/> Autumn Term 2017	18/10/2017	03.30 PM	05.30 PM	05/10/2017	18/10/2017
	19/10/2017	03.30 PM	08.00 PM	05/10/2017	19/10/2017

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 child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- 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.

Siblings in School

- If you have several children 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 (as shown below).



- Please also note that bookings made for siblings cannot be made consecutively (there has to be at least 10 minutes between appointment times).

If you are unable to book at home, or experience any problems, please call the school office and a member of staff will help you.

Our SENCO (Mrs Tatum) will be available on both evenings if you have concerns regarding any additional needs that your child may have. Please book appointments to meet with Mrs Tatum with the school office.

Yours sincerely,

C. Woodward

Ms Clare Woodward
Head Teacher



love learning
care for everyone
aim high