



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
3rd October 2018

Dear Parents/Carers,

Parent/Carer Consultations – Autumn Term
Wednesday 17th and Thursday 18th October 2018

This is your chance to discuss your child/rens progress with their class teacher. The system goes live **tomorrow** (Thursday) **morning at 11am** and will be open to take your bookings right up until 11am on the day before the appointments when the system will close.

Sessions available: **Wednesday 17th October 3:30pm to 5.20pm**
Thursday 18th October 3:30pm to 7.00pm

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, and date of birth

Please then click on October 2018, and select the day you require (as shown below)

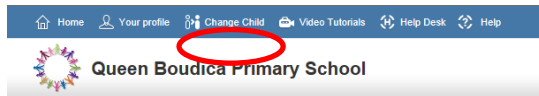
October 2018						
Name	Date	Start	End	Booking Opens	Booking Deadline	
<input type="checkbox"/> Thursday 18th October 2018	18/10/2018	03.30 PM	07.00 PM	04/10/2018	18/10/2018	Edit ▾
<input type="checkbox"/> Wednesday 17th October 2018	17/10/2018	03.30 PM	05.30 PM	04/10/2018	17/10/2018	Edit ▾

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.

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 Smith), will be available on Wednesday evening if you have not met with Mrs Smith yet and have concerns regarding any additional needs that your child may have. Please book a 10 minute appointment to meet with Mrs Smith via the school office.

Yours sincerely,

Clare L. Woodward

Ms Clare Woodward
Head Teacher



child FIRST

love learning
care for everyone
aim high