



**QUEEN BOUDICA**  
PRIMARY SCHOOL

Queen Boudica Primary School  
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Head Teacher – Ms Clare Woodward  
17<sup>th</sup> January 2018

Dear Parents/Carers,

**Parent/Carer Consultations – Spring Term**  
**Wednesday 7<sup>th</sup> and Thursday 8<sup>th</sup> February 2018**

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 midday on the day before the appointments when the system will close.

**Sessions available:**      **Wednesday 7<sup>th</sup> February 3:30pm to 5.20pm**  
   **Thursday 8<sup>th</sup> February 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 Spring 2018, and select the day you require (as shown below)

**Spring 2018**

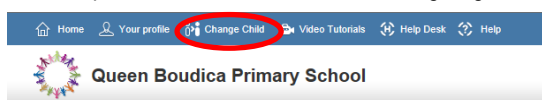
Name	Date	Start	End	Booking Opens	Booking Deadline
<input type="checkbox"/> Thursday 8 <sup>th</sup> February 2018	08/02/2018	03.30 PM	07.10 PM	17/01/2018	07/02/2018
<input type="checkbox"/> Wednesday 7 <sup>th</sup> February 2018	07/02/2018	03.30 PM	05.30 PM	17/01/2018	06/02/2018

**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 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,

*Clare L. Woodward.*

Ms Clare Woodward  
Head Teacher



love learning  
care for everyone  
aim high