

19th November 2018

RE: Parents' Appointments Booking System

Dear Parent,

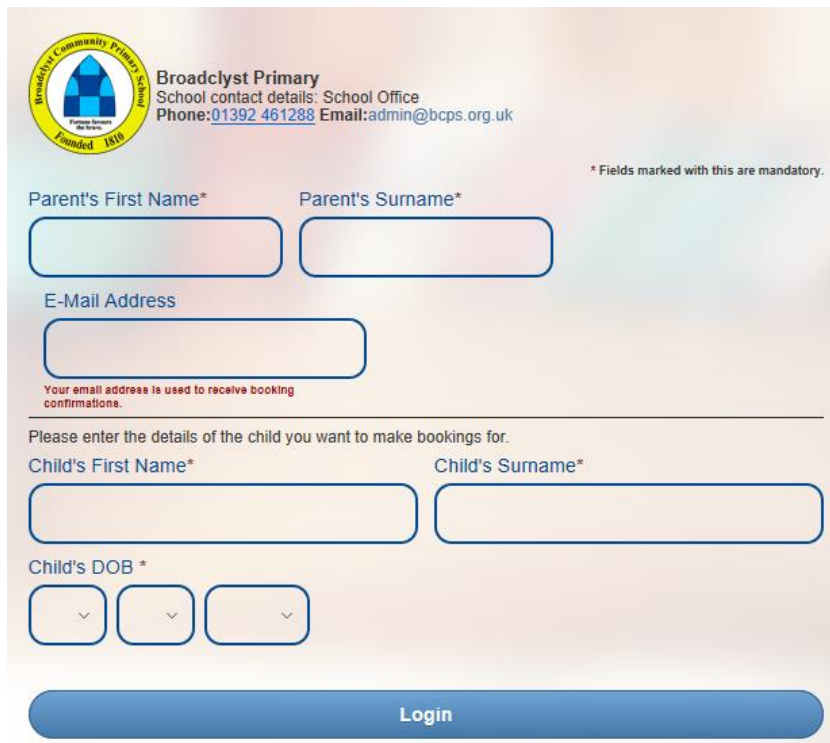
We have an online booking system for our parents' appointments with key workers.


To log in you will need to go to <http://www.parents-booking.co.uk/broadclyst>

PLEASE NOTE: You need to follow the link, copy, or 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 especially.

You will need:

- Your forename and surname (*these must match those we have on record for you*)
- Your child's forename, surname and date of birth
- Please enter the email address where you would like to receive booking confirmation



 **Broadclyst Primary**
School contact details: School Office
Phone: 01392 461288 Email: admin@bcps.org.uk

* Fields marked with this are mandatory.

Parent's First Name* Parent's Surname*

E-Mail Address

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB*

When you are logged in you can see which appointments are available and select one that is convenient for you.

Click on 'Email your bookings' to ensure that you receive email confirmation of your appointment.

Previous 1 Next

Key Available Your Booking Your appointments Unavailable

05.30 PM
05.45 PM
06.00 PM
06.15 PM
06.30 PM
06.45 PM
07.00 PM

Booking instructions
Print your bookings
Email your bookings
Cancel all bookings

Your appointments

Click on 'Email your Bookings'

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 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.

The system is live from today and will be open to take your bookings until the day before the parents' appointments.

If you have any questions please speak to reception or email admin@bcps.org.uk

Yours sincerely,

Jonathan Bishop
Executive Headteacher

