



Diocese of Birmingham
ST LAURENCE CHURCH JUNIOR SCHOOL

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Headteacher: Mr Andrew Murphy

Monday 17th March 2025

Dear Parents / Carers,

RE: Parents' Evening Meetings

We are pleased to detail that you will be able to book parents' evening appointments for your children online next week. The parents' evening meetings **will be held in school on Tuesday 1st (3:45pm – 6:15pm) and Thursday 3rd April (4:30pm-7:00pm)** for all year groups. You will spend 5 minutes with your child's class teacher and 5 minutes with their maths teacher, if this is the same teacher then you can book two 5-minute appointment slots (Year 6 will see their English teacher and Maths teacher). When you log in to the website, it will clearly show the teachers you need to book into. You will be able to book appointment slots for all your children through one log in.

To make your appointments please login at: <https://parents-booking.co.uk/stlaurence>

To login you will need to enter:

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

Appointments will be available to book **from 4pm on Tuesday 18th March** until midday (12pm) on **Friday 28th March**. After you have made your appointments you can choose to print or e-mail a confirmation.

SEND Reviews – Mrs Haden will be taking this opportunity to conduct SEND reviews. Please contact the school office to book in a suitable time.

Troubleshooting Tips

- If you cannot login please contact the school office.
- The email address field entered is only used to send your appointment confirmation. If you have problems logging in, it will not be because of the e-mail address you entered.

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

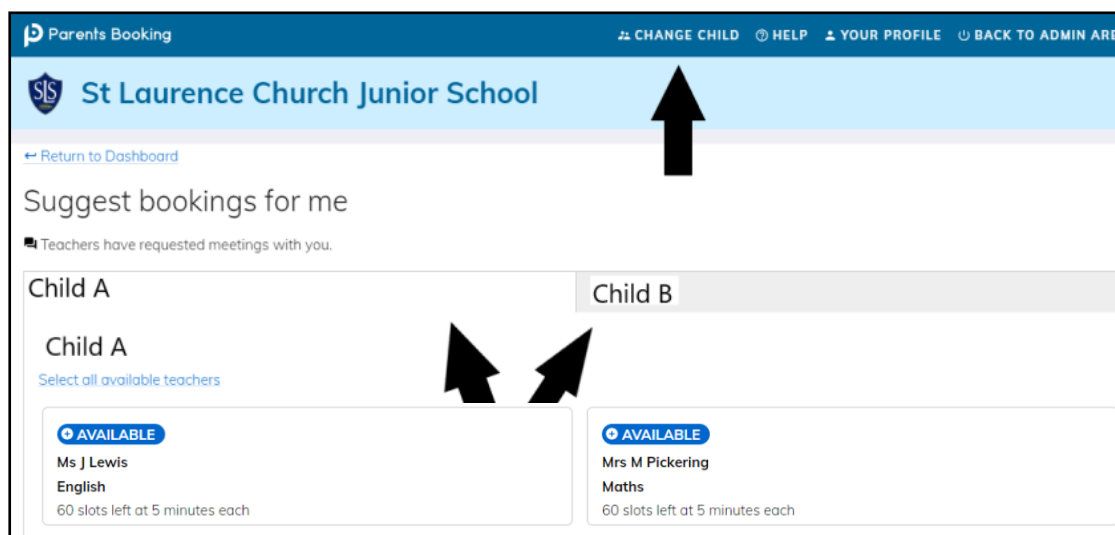
Kind regards,

Mr Andrew Murphy
Headteacher

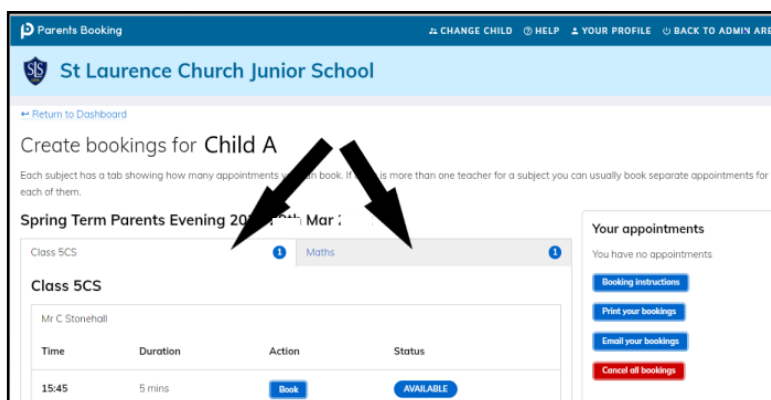
Overview

Name of Group	Parents' Evening	Date	Start	End
Spring Term	Spring Term Suggest Bookings For Me Make/Edit My Own Bookings View My Appointment Schedule	1 st April 2025	15:45	18:15
		3 rd April 2025	16:30	19:00

Once you have logged in through the link, on the initial screen you have two options. If you choose **'Suggest Bookings For Me'**, put in your availability, select the teachers by clicking on them (if you have more than one child you can select teachers for each child) and the system will automatically choose the closest times available for you. Toggle between siblings using either the 'Change Child' tab at the top of the screen or between the tabs in the middle of the screen (see arrows below). If you cannot see more than one of your children and you should, please contact the school office.



If you choose **Make/Edit My Own Bookings** on the original screen, you will need to pick the appointment time for the class teacher and then click the Maths tab (see image below) and select an appointment time for that teacher. If you have more than one child you can select 'Change Child' at the top of the screen.



Once your booking is made, you are able to log back in to check the times you have selected.