



# ST LUKE'S C.E. PRIMARY SCHOOL

(Foundation) Headteacher: Mr Gareth Dutton

Tuesday 20<sup>th</sup> February 2018

Dear parents,

**RE: Signing up for Parent / Teacher Interviews - online system**

We are once again using our online system for signing up for Parent / Teacher Interviews, and this letter provides details of how to sign up for appointments.

The timings for the interviews are shown below:

<b>Tuesday 13<sup>th</sup> March</b>	2.30pm – 6.00pm	Nursery, Reception, Years 1, 2, 3, 4, 5 & 6
<b>Thursday 15<sup>th</sup> March</b>	2.30pm – 7.30pm	

**Please note that the school will close at 2.15pm on both of these days.**

**The system will be available from 8pm on Wednesday 21<sup>st</sup> February until Friday 2<sup>nd</sup> March at midday.**

If you do not have access to the internet, or have any problems with the system, please see the **Troubleshooting** section (below).

## 1. Go to the website

A link to the booking system is present at the bottom of the screen when you click on 'menu' on the website homepage and can also be found on side bar under the 'Parents' Area' of the **school website**.



If this does not work, the direct website address is:

<https://stlukescofe.parentseveningsystem.co.uk/>

This can be accessed using any computer with internet access, including smartphones.

## 2. Sign in

Enter **your title, first name and surname**. Please note that you must enter your surname as it appears on our school database.

Enter an e-mail address if you wish to receive confirmation of your appointment (please note, this system is not linked to ParentMail so it will not know your e-mail address). If you leave this blank, you will need to keep a note of the appointment/s you have made.

### 3. Enter your child's details

Enter your **child's name**. The system is based on your child's **legal name**, as it appears on the school database. Enter **your child's** date of birth using the drop down menus.

If either your name or your child's name does not match the information in the database, you will not be able to proceed to the next step (see troubleshooting, below).

Parents will be able to make appointments for all siblings once logged into the system.

### 4. Make an appointment

Select the day that you want by clicking on either of the two dates. Parents can book automatically by providing availability times or alternatively, parents can book manually by selecting a specific time slot. Click **'Next'** and the system will show your child's class and classteacher.

Make sure there is a green tick next to the child's name that you would like to make an appointment for. If you have more than one child, you can select all your children and this will allow you to book appointments for each child at the same time. Click **'Continue to Book Appointments'**.

Click on the appointment time(s) you want. Make a note of it (you may wish to do this even if you have entered your e-mail address), and then **logout**. Parents can view bookings made by clicking **'My Bookings'** on the left of the screen whilst logged in.

### Troubleshooting

The most likely issue is logging in, and ensuring that your details and those of your child are correct.

If either your details or those of the child do not match the information held on the system, you will get a message that says:

- **Unable to find a student / parent with those details. Please check and try again.**

**Check your details:** Make sure you have entered your surname as it appears on our school database.

**Check your child's details:** If your child has a name that is commonly abbreviated (e.g. Thomas – Tom), you may need to try both versions. This is because when you registered your child with us you gave us a 'legal name', and this is what the system will look for. The child's first name and surname are both required (including both parts if your child's name has a hyphen).

### What if I don't have access to the internet, or I have trouble getting into the system?

If you do not have access to the internet, you may want to ask a friend to make an appointment for you. Remember that you can also access the system using a smartphone.

If you are not able to make an appointment using the online system, please contact the school office who will be happy to add appointments on your behalf. Mrs. Maley is dealing with the system in school, and she can also be contacted at [office@stlukes.rbksch.org](mailto:office@stlukes.rbksch.org).

If your child is on the Special Educational Needs Disability register and you would like an appointment with Mrs Russell (SEND co-ordinator) to attend with the classteacher, please email the office to arrange this indicating a date/time which is preferable.

Yours sincerely,

Gareth Dutton  
Headteacher