



... where the magic of learning comes alive!

Please ask for: Mr Robert Quigley
Direct Dial: 01463 773020
E-mail: miltonofleys.primary@highland.gov.uk
Date: 02 November 2018

Dear parent,

You are invited to make appointments for the school's next parents' evening online. Our next event is on the 13th and 15th November for all year groups.

To make your appointments please go to: www.parents-booking.co.uk/miltonofleys

Please note: You need to type this address into your website browser's 'web address bar'.
Try not to 'Google' search the website address, it will not be searchable that way.

Login by entering the requested information, and then use the Booking Wizard to make your appointments.

You will need to enter:

- Your title (Mr/Mrs/Miss/Ms/Dr/Prof) and surname
- Your child's first name, surname and date of birth

Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.

The booking system will allow you to make bookings from 2nd November at 7pm and will close for bookings on 12 November at midday (12pm).

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments, although a manual booking option (one booking at a time, one child at a time) also exists. In the Booking Wizard you will be shown your child/children and all of their teachers. Toggling between your children will show you each child's teachers. Tick the teacher(s) you wish to book (there's a 'Select All' link) and enter your availability at the bottom of the page. The wizard will use this information to calculate the best order for your appointments, to help you visit teachers in the quickest manner possible.

You will be able to request that an ASN teacher joins your appointment by clicking "Add Comment" next to your booking.

Troubleshooting Tips

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office using the e-mail address at the top of the login page.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.
- If you have several children to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the 'manual booking' method. Use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

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

Yours Faithfully

Robert Quigley
Head Teacher