

Windsor Girls' School

Aspire Advance Achieve

Co-Headteachers: Mr P D Griffiths and Mrs E T O'Carroll



7th October 2020

Dear Parent/Carer

We would like to introduce a new online system for making Parents' Evening appointments. This will be the system we use for the upcoming Year 13 Subject Evening on 15th October, where appointments will take place over video conferencing. Please see the attached guide for the type of device you will need to attend the meetings.

To login and book your appointments you will need to visit www.parents-booking.co.uk/windsorgirls and enter:

- Your first name and surname
- Your daughter/son's first name, surname and date of birth
- *Please note: You need to type the address into your website browser's 'web address bar'. Try not to 'Google' search the website address, it will not be searchable that way.*

The booking system will allow you to make bookings from **6pm on Thursday 8th October** and will close for bookings on **Tuesday 13th October at 12pm**.

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments. In the Booking Wizard you will be shown your daughter/son and all of their 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. Alternatively, if you wish to choose your appointment times manually, this is also possible using the Add/Edit/Print/E-Mail Appointments link.

The email address you can enter on login is not mandatory, and is only used to receive a confirmation of your appointments. It will not be used for any other reason. Your e-mail address is never the reason you cannot login.

If you have more than one student 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.

We have prepared a brief user guide to assist you in the booking process, but should you have any queries, please contact the school office in the first instance.

Yours sincerely

Mr P Griffiths and Mrs E O'Carroll
Co-Headteachers