



BAYSIDE
ACADEMY

25 February 2020

Families Evening Booking System

Dear Parent/Carer

Parents Consultations will be held on **Tuesday 10th March** from **3.30pm** until **7.50pm** and you will be able to choose from various 10 minute slots.

The booking system on ParentMail will go live from **9.00am on Wednesday 26th February**. You can book your appointments from your smartphone, tablet or computer from this date and time until 12:30pm on Tuesday 10th March.

You will be alerted instantly by email once the appointment booking goes live and will be able to select appointment times that are convenient to you on the ParentMail system.

The process is the same as last time – it is all very straight forward, but if you need help you can visit the ParentMail help site:

<https://www.parentmail.co.uk/help/parenthelp>

Please note, you will need to be registered on ParentMail to be able to book appointments. If you have not previously registered or you have not previously given us your email address, please contact the school office.

Once registered, if you have an Android or Apple smartphone, we would highly recommend you download the ParentMail App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for 'ParentMail' or 'Bayside Academy' in your App store.

If you do not wish to book your appointment online, you can simply contact the school office where we will book appointments for you from **9.00am on Wednesday 26th February**.

Yours sincerely

Mr Vernon
Principal

High Expectations lead to High Achievers

Bayside Academy

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