



BAYSIDE  
ACADEMY

23 October 2020

### **Families Evening Booking System**

Dear Parent(s) /Carer(s)

Parents Consultations will be held on **Tuesday 10<sup>th</sup> November** from **3.50pm** until **8.00pm** and you will be able to choose from various 10 minute slots. Due to ongoing restrictions, these appointments will be via telephone and your child's teacher will call you.

The booking system on ParentMail will go live from **9.00am on Monday 2<sup>nd</sup> November**. You can book your appointments from your smartphone, tablet or computer from this date and time until **12:30pm on Tuesday 10<sup>th</sup> November**.

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 for previous Families Evenings – hopefully it is straight forward, but if you need help you can visit the ParentMail help site: <https://www.parentmail.co.uk/help/parenthelp>

Please note that 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' 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 Monday 2<sup>nd</sup> November**.

Yours sincerely

Mr Vernon  
Principal

**High Expectations lead to High Achievers**

Bayside Academy  
Sian Thomas, BEd (Hons), CEO - AAT  
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