

8th November 2017

English Martyrs'
Catholic School



English Martyrs' Catholic School,
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Principal: M.T. Carney B.A., M.Phil. (Cantab)

Dear Parents,

**Year 12 Consultation Meeting
Thursday 7th December 2017**

I would like to invite you and your son/daughter to the Year 12 Consultation Meeting on Thursday 7th December at 3.30pm – 6.00pm.

On this occasion you will be able to meet with members of staff who teach your son/daughter and to discuss their progress.

This is a very important part of the school's assessment procedures ensuring that both parents and students are aware of current progress and steps for improvement. It is therefore important that both you and your child attend.

We have a new electronic booking system in operation for parents meetings this year. All appointments are made on line. To book your appointment go to [http:// www.parents-booking.co.uk/emcs](http://www.parents-booking.co.uk/emcs) and login to see which appointments are available and select one that is convenient for you.

You will need:

- Your child's legal first name and legal surname
- Your child's date of birth

The system is live today and will be open to take your bookings until Wednesday 6th December at 10.00pm.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointment. You will be asked to enter your availability and choose which teacher you want to see.

Please note: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. (This is a common mistake on phones and tablets especially).

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.*

Please see the Parents' Manual on the school website for further guidance.

I look forward to meeting you at the Consultation Meeting.

Yours sincerely

Mr S Cajkler
Assistant Principal

Performing Arts Specialist Status

