



12th January 2017

Dear Parent/Carer

Parents' Evening Appointment Booking System

Year 11 Parents' Evening takes place on Tuesday 7th February 2017.

The online Parents' Evening appointment booking system, is now open to book your appointments. The system will allow you to login and book your own appointments with the required teachers.

Once logged on you can select the Parents' Evening you wish to book for; you then choose which teachers you wish to see and will have the freedom to view all available timeslots and book the ones most suitable for you. To enable the meeting time to be used in the most efficient way, should you have a specific query, a short message can be included with your booking to allow teachers to prepare in advance. You will be sent an email confirming your appointments, or if you prefer you can print them immediately.

If you do not have access to the internet, appointments can also be made by contacting the School.

To access the system please go to: <https://woldgatecollege.parentseveningsystem.co.uk/> and log in by completing all the boxes. Once logged in the system is very user friendly and self-explanatory, however, if you have trouble using the system please contact Mrs D Hollows on 01759 302395 (Option 6: Exams).

If you are not able to attend the Parents' Evening, please email dhollows@woldgate.net or telephone on 01759 302395 (Option 6: Exams).

Thank you

Yours faithfully

Mrs D Hollows
Exams Officer