



WOODVALE PRIMARY ACADEMY


Principal: Mr M Reetz

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 @WoodvaleGDFT

13th October 2020

Dear Parents/Carers

Autumn Termly Learning Meeting

We will be holding our first Parents and Carers Consultations of the year for Nursery and Reception on Wednesday 21st October and Thursday 22nd October. Due to the current COVID restrictions, we will be unable to hold this face to face on this occasion but will be having phone meetings only. Your child's class teacher will contact you at the time you request.

Appointments will be for a maximum of 10 minutes and will ONLY be bookable online from 13th October at 6pm until 19th October 2020 at 6pm, please see the reverse of this letter for instructions on how to book.

I look forward to meeting you all at this event.

Yours sincerely



Mr M Reetz
Principal

Be Responsible, Outstanding, Kind & Safe

Woodvale Primary Academy is part of the Greenwood Dale Foundation Trust Group of Academies



The Greenwood Academies Trust is a company limited by guarantee, registered in England and Wales, registered number 06864339.
A list of Directors is available for inspection at the registered office, Greenwood House, Private Road No 2, Colwick Quays
Business Park, Nottingham NG4 2JY. Further information about us is available at <http://www.greenwoodacademies.org>



Go to <http://www.parents-booking.co.uk/woodvale>

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.

You will need:

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

The system is live from **6pm on 13th October 2020** and will be open to take your bookings until **6pm on 19th October 2020**.

Once you have logged in, we suggest you use the 'Automated Booking' wizard to make your appointments. You will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night.

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
- Don't forget to scroll down past the first evening to see dates and times for the second evening if you are making appointments one at a time
- 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*