

# Oaklands Junior School

Headteacher - Mrs H West

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28<sup>th</sup> February 2019

Dear Parents/Carers,

This term we are introducing an online booking system for our forthcoming parents' evenings. We hope that this will make it easier for you to book your time slots with the class teachers as we realise that many found it difficult using the playground sign-up sheets.

We are using a School Cash Office product from Tucasi, who also provide the software for our communications, school dinner and trip payments. This means, if you have already registered, you will be able to use the same login to access the parents' evening booking system that you use to pay for school dinners and school trips. If you have not already registered you will be sent an email today to allow you to register and login to the parents' evening booking system plus online payments if you wish to; easy to follow instructions are attached. If parents do not have access to a suitable device to use this system they will still be able to book appointments by contacting the school office.

You will not be able to access the online booking system until 12.15pm on Monday 4<sup>th</sup> March, when it will "go live". It will remain open until Midnight on Thursday 7<sup>th</sup> March. After that time, if you have not made an online booking, you will need to contact the school office.

A copy of a Quick Reference Guide for Parents' Evening Booking System is also attached, which gives step by step instructions on how to use the system. Once you make a booking online you will automatically receive a confirmation email.

If you have any queries regarding this, please contact the school office who will be happy to help.

Yours faithfully,

A handwritten signature in black ink that reads 'HWest'.

Mrs. H. West  
Headteacher