



# CHURCHFIELDS PRIMARY SCHOOL



School Street, Chesterton, Newcastle under Lyme, Staffs ST5 7HY

Tel: 01782 567430

Email: [office@churchfields-chesterton.staffs.sch.uk](mailto:office@churchfields-chesterton.staffs.sch.uk)

Headteacher: Mrs D Beardsmore BA (Hons)

Deputy Headteacher: Mrs C Pattison BA (Hons)

**"Be the best you can be"**

Part of the Collective Vision Multi-Academy Trust

16<sup>th</sup> March 2020

Dear parent/carer,

You are invited to make appointments (online) for the school's next parents consultation evening, which will be on **Tuesday 31<sup>st</sup> March and Thursday 2<sup>nd</sup> April 2020**.

To make your appointments please go to: <https://parents-booking.co.uk/churchfields>

**Please note: You need to type this address into your website browser's 'web address bar'.**

**Try not to 'Google' search the website address, it will not be searchable that way.**

**If you load up the electronic version of this letter on our website, and click on the blue link above, the portal automatically loads.**

Login by entering the requested information, and then use the Booking Wizard to make your appointments.

**You will need to enter:**

- Your forename and surname
- Your child's forename, surname and date of birth

**Please note: The login details you enter must match those we have on record for you. If you have not alerted the school to any relevant name changes, we will be expecting you to login with the details you gave us originally.**

The booking system will allow you to make bookings from **6:30pm on Tuesday 17<sup>th</sup> March** and will close for bookings at **midday (12:00pm) the day before each evening**. **Please be aware that this means we are NO LONGER able to 'fit you in' if slots are popular and already booked as the portal does NOT allow this.**

Once you have logged in, we suggest you use the 'Booking Wizard' to make your appointments, although a manual booking option (one booking at a time, one child at a time) also exists.

**Troubleshooting Tips**

- If you cannot login and have tried all the combinations you think we have on file, please **contact the school office using the e-mail address** at the top of the login page.
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.
- If you have several children to make bookings for, and decide not to use the Booking Wizard, you can make appointments one-by-one using the 'manual booking' method. Use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

If you are unable to book at home, please contact the school office for help.

Best wishes,  
Mrs Beardsmore,  
Headteacher