



# Warren Park Primary School

Sandleford Road, Havant, Hampshire PO9 4LR

Telephone (023) 9247 5502

Fax (023) 9249 8399

Headteacher: Mrs Elizabeth Cooper



Friday 8<sup>th</sup> September 2023

Dear Parents and Carers,

We are really looking forward to welcoming you into school to meet with your child's teacher during Parents' Evenings on Tuesday 26<sup>th</sup> and Wednesday 27<sup>th</sup> September 2023. Please note these dates have changed from the ones published in the summer newsletter. This is an opportunity for you to meet your child's teacher, find out how they are settling into their new class and consider how we can support them to make the best progress possible during this academic year. These are very important meetings and we would urge all parents to sign up.

We will be using the online booking system which will open for appointments from Wednesday 13<sup>th</sup> September at 7am. The parents' evenings will run from 3.30 – 6.30pm on both days. The details of how to book your appointment are included in this letter and if you have any difficulty, please call the school office as they will be very happy to help you.

## How to book your parents' evening appointment

Please go to: [www.parents-booking.co.uk/warrenpark](http://www.parents-booking.co.uk/warrenpark)

**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.**

Log in to see which appointments are available and select one that is convenient for you.

### You will need:

Your child's first name and legal surname (as they were registered when they joined school)

Your child's date of birth

Your child's class name

There is an '**Automated Booking**' wizard which will allow you to enter your availability. If you select this, each of your children will be listed and the system will display the most efficient way to see all their teachers within the times you have entered. There is a button "How to use the automated booking wizard" to help you. This will make the booking process for parents with a number of children easier.

[www.warrenpark.hants.sch.uk](http://www.warrenpark.hants.sch.uk)



Listen, Think, Learn and Enjoy!



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Year R	Snapdragons Cactus
Year One	Monkey Trees Willows
Year Two	Bumble Bees Caterpillars
Year Three	Alligators Crocodiles
Year Four	Mackerels Guppies
Year Five	Owls Puffins
Year Six	Dolphins Baboons

## **Troubleshooting Tips - 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 have not informed us, we will be expecting you to login with the details we have on record.
- The child's date of birth has to be entered in exactly the right format e.g using four digits for the year of birth: 12/09/2009
- 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.
- When you login you will see 'buttons' for your child's class and below this the booking times for each of the two evenings available.
- Don't forget to scroll down past the first evening to the second evening if a suitable time is not available on the first evening.

If you are unable to book at home, please telephone or call into the office and a member of the office staff will book the appointments on your behalf.

We are very much looking forward to seeing you to discuss your child's progress and achievements so far this year.

With very best wishes,

*Elizabeth Cooper*

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