



04/10/18

Parents & Carers Consultations – Autumn Term 2018-19

Dear Parents & Carers

This term, we are trialling a different approach to our Parent's and Carer's Consultations. These will be taking place on **Thursday 18th October, 2018** from **1.30pm – 7.00pm**

The purpose of the consultation is for you to meet with your child's teacher to discuss how your child is progressing, to look at their work and discuss their learning. Each meeting will last for 10 minutes. We will be asking for feedback and comments on this different approach during the course of the afternoon and evening.

For your convenience, we are using the Ticked It online system where you can make a booking for your child at a time to suit you. This will also help to streamline the process where you may have siblings in different year groups.

To book an appointment online:

- Please visit website www.tickedit.com.
- If you have a Dingdong Diary login details from a previous Consultation Booking, please enter these under the Login tab or alternatively, click on the "Create a Free Account" tab at the top right and follow the instructions to set up as a user. You will need to verify your email address, so please ensure you have access to this when you are making the booking.
- Once you have logged in or created an account, choose "Search Companies" from the top menu and enter "Falconer" into the search bar.
- The system will bring up Falconer's Hill Academy in the results section, and you should then click the "Make a Booking" button to the right of this.
- Select which teacher you wish to book with.
- Select the date you prefer.
- Select the time slot.
- Enter your child's name and use the box underneath to add in any comments or matters that you wish to discuss with the teacher during your meeting.
- Click on the "Book" button to complete the booking. You will receive an email to confirm this has been accepted.

Please book your appointment by the end of the school day on Tuesday 16th October. In the unlikely event that you do not have internet access or the dates above are not convenient, you can make a separate booking by calling Mrs Carlill at the school office.

Please arrive 5 to 10 minutes earlier than your appointment to allow you time to review your child's work prior to meeting with the teacher. We would also kindly ask that you ensure your children are supervised during any waiting period to avoid disruption to other families.

Yours faithfully

Mr M Reetz
Executive Headteacher