



21<sup>st</sup> September 2018

Dear Parent/Carer

Year 7 Mentor Parents' Evening will take place on **Monday 8<sup>th</sup> October 2018**, with bookable slots available from 3.30 – 6.30 pm.

The purpose of the Year 7 Mentor Parents' Evening is to provide an opportunity to meet with your child's Mentor to discuss how they have settled into school since September. Appointment slots are time bound; however there will be opportunities to request follow up conversations or meetings with the mentor or other teaching staff as required. If you are unable to attend the evening or to secure a convenient time slot please contact the school and your child's mentor will use your preferred method of contact to get in touch.

Bookings will be made through our on-line booking system. You can access full instructions on The Garibaldi School website <http://www.garibaldi.org.uk> click on the Information Tab followed by the Parents' Evenings option or alternatively go to: <http://www.parents-booking.co.uk/garibaldischool>

Please login to see which appointments are available and select one that is convenient for you.

**You will need:**

- Your title and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from **8:00am Monday 24<sup>th</sup> September 2018** and will be open to take your bookings until **8<sup>th</sup> October 2018 at 12 noon**.

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
- 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.

If you are unable to book an appointment online please call the school on 01623 464220, we will make the appointment on your behalf.

Yours faithfully

*M Dawson*

Martin Dawson  
Assistant Head of School - Achievement