

15 December 2020

Dear Parent/Carer,

Holbrook Academy Parents Evening - Online Appointment Booking

I am pleased to announce a new way of holding Parents Evening consultations with you for this academic year.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will then receive an email confirming your appointments. We are confident this will be an improvement to the previous system, but I am also keen to ensure that you feel confident in using the system so will be running a slightly larger trial than the one I held last week. If you would like to be involved in this, please email me at philip.hart@holbrookacademy.org and I will add you to my list.

In the future, you will be advised when the portal for making appointments will be open. You will also receive an email with a direct link to this portal to make booking slots as easy as possible. Each slot will be a strict five minutes, with an automatic cut-off.

You can find further information about this service and how to log in, by following the details as explained in this video <https://vimeo.com/473882995>

I hope that you agree that this is a positive development forward in a time of some uncertainty and I look forward to seeing as many of you as possible through our screens as soon as possible.

Yours sincerely



Mr P Hart
Assistant Headteacher