

# Parent Consultations - Booking Link

Sent By: Mrs Sarah Lander

Sent 25 Mar 2021 11:44

Student First Name Student Last Name

Dear Parent/Carer,

Please find below the link to access the Parent Consultation booking system. Please be aware that booking will open at 7.00pm tonight, and you will not be able to make a booking before that time. Bookings will close at midday on Thursday 1<sup>st</sup> April.

<https://outlook.office365.com/owa/calendar/StPaulsCEJuniorSchool1@stpauls.wokingham.sch.uk/bookings/>

Once you enter the booking system, please select your child's class first. You can then select the preferred date and time. It is important that you select the class first, otherwise you will not be able to select a date/time. You will automatically receive a new booking confirmation email - this will include a link to join the meeting with your child's class teacher at the appropriate time and day. You will receive a reminder email the day before your meeting which will also include the link.

If you do not receive a booking confirmation email in your inbox, please check your junk folder.

Attached is a guide on how to join the meeting.

Kind regards,

St Paul's Admin

Attachments

[Parent Guide on How to Join A Meeting.pdf](#)