Outwood Academy Foxhills
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Principal: Mrs Tracy Motson

Subject: **Reminder: Parents' Evening Booking for Years 7, 8 & 9**

Dear Parents and Carers,

Following our previous announcement regarding our new digital booking platform, **Parents Booking**, we would like to remind you of the upcoming Parents' Evening for **Years 7, 8, and 9**.

Event Details

- **Date:** Tuesday, 28th April 2026
- **Time:** 4:20 pm – 6:20 pm

Booking Window

To ensure you secure your preferred time slots, please note the following opening and closing times for the online system:

- **Bookings Open:** Monday, 20th April 2026 at **12pm**
- **Bookings Close:** Sunday, 26th April 2026 at **6:00 pm**

How to Book Your Appointments

Please log in to the portal via the link previously sent to your email or by searching for our school at **www.parents-booking.co.uk**. Once logged in, your dashboard will display the event.

You have two options for scheduling:

- **Suggest Bookings for Me:** This "wizard" tool asks for your availability and automatically calculates the most efficient appointment order for you.
- **Make/Edit My Own Bookings:** This allows you to manually select specific teachers and time slots that suit your schedule.

Important Reminders

- **Multiple Students:** If you have more than one child in these year groups, the "Suggest Bookings" tool can coordinate appointments across all your children simultaneously.

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- **Confirmation:** Once you have finished booking, please remember to click **"Email your bookings"** or **"Print your bookings"** from the right-hand panel to receive your full itinerary.
- **Sharing Access:** If another parent or carer needs to join the meeting from a separate location, you can use the **"Create Link to Share Meeting(s)"** button on your dashboard.

If you encounter any issues logging in or do not have internet access, please contact the school office before the booking deadline on 26th April, and we will be happy to assist you.

Yours sincerely,

Mr Nathan Robinson

Assistant Principal