



Dear Parents/Carers

Parent consultations for the **OWLS** class will be taking place on:

**Friday 17<sup>th</sup> March 9am – 11.30am, and,  
Thursday 23<sup>rd</sup> March 1pm – 3.10pm**

Simply visit the school website and click login in the top right hand corner. Then enter the login details provided below.

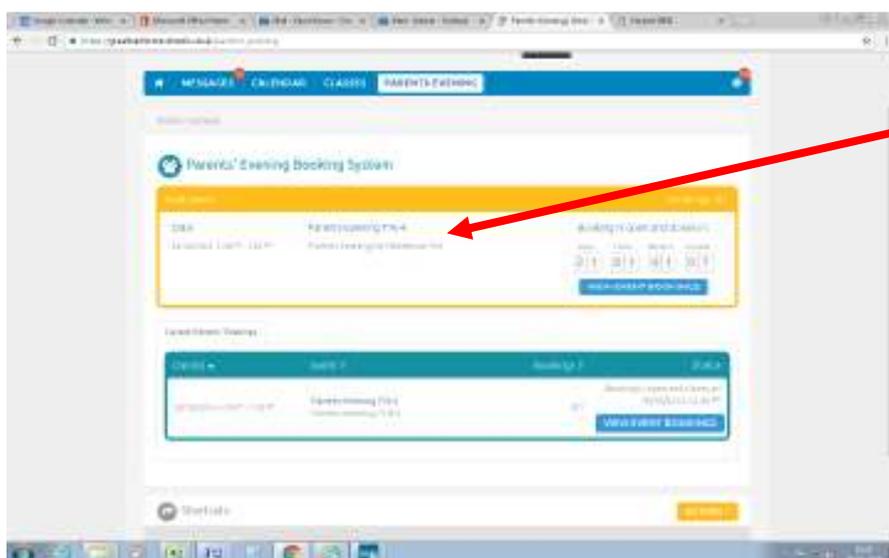
Website address: [www.greatbarford.beds.sch.uk](http://www.greatbarford.beds.sch.uk)

Username: firstname.surname (of parent)

Password: If you have forgotten your password, please contact the office to have it re-set.

Next, click on the Parents Evening tab. First, click on the words 'Parent Evening' as indicated below. On the next page, click on your child's name and then the button 'Book/View'. You should then see the available times that you can choose from. Simply make your selection and click 'Save'. Please ensure the correct teacher is selected.

Example:



Click here to access the booking screens

If you are unable to use this online service, then you will be able to telephone the office to make your appointment. However, we ask that parents not to come to the office desk to make appointments at drop off and collection times as this is already a very busy time for office staff.

**You will be able to book appointments from 10 am on Monday 13<sup>th</sup> March 2017.**

If you do experience any problems at all, or if you have any questions about the VLE, please do not hesitate to contact Karen Evans in the office.

Yours sincerely

Sarah Evans  
Head Teacher

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