



Dear Parent/Carers

Parent consultations will be taking place on Wednesday 7th February 4pm – 7pm and Thursday 8th February 6pm – 8pm. Simply visit the school website and click login on the right hand corner. Then enter the login details provided below.

Website address: www.greatbarford.beds.sch.uk

Username:firstname.surname(of parent)

Password:gbarford
(usernames and passwords are ALL lowercase letters)

Next, click on the parents evening tab. You will see two Parents Evening Events. Click on your chosen session, select the teacher and appointment of your choice.

Robins: Mrs Buckingham; Owls: Mrs Fuller; Puffins: Miss Wyatt; Woodpeckers: Mrs Browning; Eagles: Mrs Criddle (although the appointment will be with Miss Ratcliffe as well).

Please find follow this booking guide to book your appointment.



1 Click on the title of the event or the view event booking button

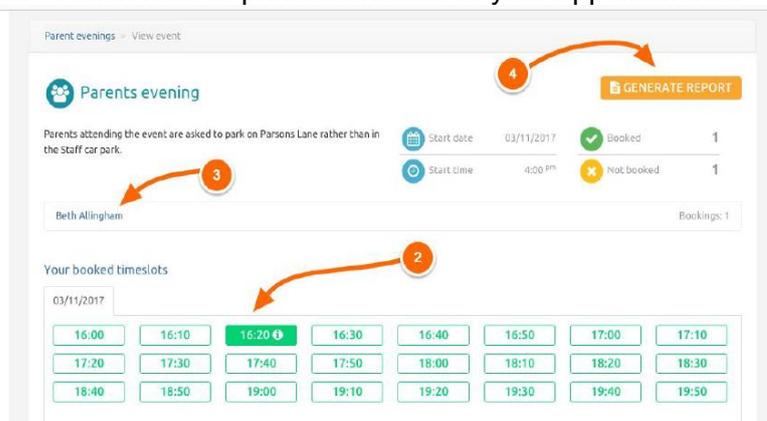
Great Barford Primary Academy
Silver Street, Great Barford Beds, MK44 3JU Tel: 01234 870342 E-mail:admin@gbls.org.uk

Great Barford Primary Academy is part of Unity Church of England Academy Trust, a charitable company limited by guarantee and registered in England and Wales with company number 7563436.

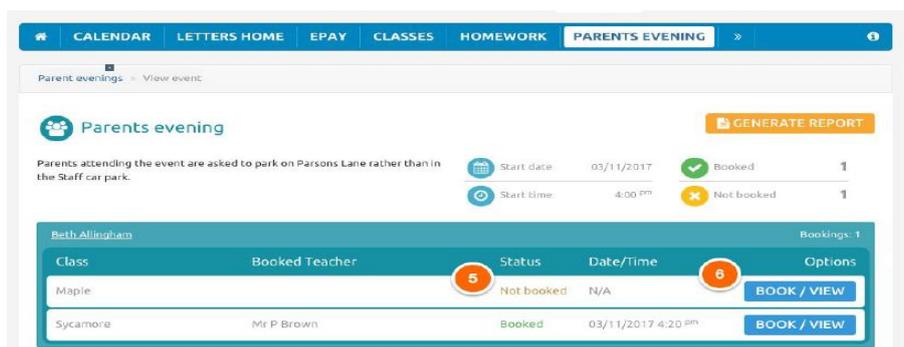




2. Click on the appointment to see more information. Above this, your child or children will be Listed 3. Click on their name to continue. You will also see a Generate Report button at the top right of the screen 4. Click here to print a schedule of your appointments.



Once you have clicked on a child's name you will be able to book an appointment with their teacher. See the status of the appointment (5) and Book/View the appointment with the button on the right (6).



We would advise that you change your password when you login for the first time. Please note that if you do forget your login details in the future, you will have to contact the office during office hours to have this reset. If you are unable to use this online service, then you will need to telephone the school office to make your appointment. We request that parents do not come to the office desk to make appointments at busy times.

**You will be able to make appointments from 7am on Wednesday 24th January 2018
The booking system will close on Monday 5th February at 5pm.**

Yours sincerely

Sarah Evans
Head Teacher

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