



Beam County Primary School
Oval Road North, Dagenham, Essex, RM10 9ED.

Thursday 7th November 2017

Dear Parents/Carers,

Parents' Evening is **Wednesday 22nd November 2017** for Reception – Year 6, between 3:30 pm – 6:30 pm.

The online booking system will open on the Wednesday 8th November 2017 at 6:30 am.

This booking system will close on **Tuesday 21st November 2017 at 11:55pm.**

To make your booking go to <http://www.parents-booking.co.uk/beamprimary>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

You will need:

- Your child's legal first name and legal surname
- Your child's date of birth

Once you have logged in, select make individual bookings and view the available time slots. Simply click to reserve to make your booking.

For siblings – select the automated wizard and you should be able to book all your children. (If this does not work, please enter as an individual booking and notify the office – kgregory@beam.bardaglea.org.uk).

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children.

If you are experiencing difficulties you can pop into the office on Wednesday 15th November 2017 between 9:30 a.m. and 10:00a.m. or Thursday 16th November 2017 between 12.30 p.m. and 1:00 p.m. and a member of staff will help you.

A crèche will be available for smaller children. Please note that consultations will be for six minutes.

Yours sincerely,

Miss Whittington
Headteacher

Email: office@beam.bardaglea.org.uk, Telephone: 020 8270 4700, Fax: 020 8270 4699
beamcountyprimary.co.uk

Executive Headteacher: Miss. L. M. Culyer, NPQH, BEd (Hons) Headteacher: Miss T A Whittington, NPQH, BA (Hons), PGCE Deputy Headteacher: Mrs. Smallbridge, BA (Hons), PGCE Chair of Governors: Cllr. P. Waker



