



Our Ref: LMo/nw

9th November 2017

Dear Parent/Carer

Year 11 Parents Evening – Thursday 16th November 2017

From Wednesday 8th November we will be using Parents Evening Manager on PMX (ParentMail), you will be able to book your parents' evening appointments from your smartphone, tablet or computer.

You will be alerted within the next couple of days to book your appointments, you will then be able to select the times that are convenient to you. The process is very straight-forward, however, if you need any assistance you can visit the ParentMail help site: www.parentmail.co.uk/help/parenthelp/ or alternatively contact the school.

Please note, you will need to be registered on PMX (ParentMail) to be able to book appointments, if you haven't received a registration email or text, please contact the school.

Once registered, if you have an Android or Apple smartphone, we highly recommend you download the PMX (ParentMail) App so you can book appointments on your phone as soon as the appointment booking goes live. To do this, simply search for "ParentMail" in your App store.

If you have any issues or queries with the process please contact Linda Mottershead or Lynne Midgley at the school as soon as possible.

Yours sincerely

Linda Mottershead
Finance Manager