



WALTON HIGH

Leading Learning

Walnut Tree Campus: Fyfield Barrow Milton Keynes MK7 7WH

Brooklands Campus: Fen Street Milton Keynes MK10 7HE

Tel: 01908 677954

www.waltonhigh.org.uk



Executive Principal: Michelle Currie
Principal: Sharon Alexander

Chair of Governors: Renu Elston
Business Manager: Sukh Singh

27 January 2020

Dear Parent

The Year 8 Parents' Consultation Evening will be held on Wednesday 12 February 2020 at the Brooklands Campus from 2:00pm – 6:30pm in the Cafe. During this evening you will have an opportunity to discuss your child's progress and achievements with their subject teachers. To book an appointment you will need to do so online.

If you do not have access to the internet please contact the school to arrange your appointments no later than **Monday 10 February 2020. Bookings will open on Monday 27 January 2020 at 6.00pm.**

To book an appointment online

Step 1: Go to the following website: <https://waltonhigh.parentseveningsystem.co.uk/>

Step 2: Enter your details (please enter your email to receive appointment confirmations) and your child's details (you must enter both name and Tutor Group to gain access; you do not need to enter the year)

Step 3: Click 'Log In & Continue'

Step 4: Click the green 'Continue' arrow

Step 5: Check teachers, your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Step 6: Click the 'Continue' button to proceed.

Step 7: Click the time you wish to make the appointment. At this point you can also leave an optional message for the teacher. Click 'add appointment'.

Step 8: If the teacher is fully booked, a button will appear allowing your name to be added to a waiting list if you wish. This will make us aware you have been unable to make an appointment and the teacher concerned will contact you.

Step 9: Once you have finished adding appointments click and save your appointments. If you entered your email address at log in stage, it will now send you an email confirmation.

Step 10: You can now print a list of your appointments.

You can log in again at any time to view or change your appointments until **9.00pm, Monday 10 February after which no further appointments can be made.**

If you require assistance with your booking please contact Mrs Drabble at Brooklands campus (01908) 677954 or via email mail@mket.org.uk

Yours sincerely

Ms S Turner
Vice Principal