



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

5 March 2020

Dear Parent

Year 9 Parents' Consultation Evening, Wednesday 25 March 2020

The Year 9 Parents' Consultation Evening will be held on Wednesday 25 March 2020 at the Walnut Tree Campus from 2:00pm–6:30pm in the Sports Hall. During this evening you will have an opportunity to discuss your child's progress and achievements with their subject teachers.

Appointments need to be booked online either via <https://waltonhigh.parentseveningsystem.co.uk/> or <https://waltonhigh.org.uk>. If accessing via the School website, scroll to the bottom of the home page and click on 'Parents' Consultations Booking System' on the left of the screen. A guide to booking appointments online has been attached for your reference.

Bookings will open on Friday 6 March 2020 at 6.00pm and close 9.00pm Monday 23 March, after which time no further appointments, or amendments to existing appointments, can be made.

Please note that appointments **cannot** be booked via Firefly or WisePay.

If you do not have access to the internet please contact the school on 01908 677954 to arrange your appointments no later than **Friday 20 March 2020**.

If you require assistance with your booking please contact Miss Morgan on (01908) 677954 or email mail@mket.org.uk.

Yours sincerely

Miss C East
Assistant Principal

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.