



# Dobcroft Junior School

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Monday 15<sup>th</sup> September 2025

## PARENTS' EVENINGS – Tuesday 14<sup>th</sup> October 2025 and Wednesday 15<sup>th</sup> October 2025

Dear Parents & Carers,

We are pleased to invite you to our **face-to-face** parents' evenings this term.

The meetings will be held on **Tuesday 14<sup>th</sup> October 2025 (3:50pm-7:00pm) and Wednesday 15<sup>th</sup> October 2025 (3:50pm-6:10pm) in school**. Each teacher will have a **10 minute slot for your child** and timings will need to be strictly adhered to. However, we realise sometimes parents feel they need a longer discussion if they have particular concerns. If this is the case, please contact your child's teacher to arrange a suitable time to discuss these separately.

We use an electronic booking system for parents' evenings which allows you to pick your own date and time slot for the meetings. Please see the additional guidance at the bottom of this letter.

The bookings will be live on the site from **Monday 22<sup>nd</sup> September 2025 at 12 noon**. From this point, until **Friday 3<sup>rd</sup> October at 3:30pm**, you will be able to make and edit bookings. After this point, please contact the office if you wish to amend bookings.

The site can be accessed before the bookings go live on Monday 22<sup>nd</sup> September - please use the following link to access the site: <https://www.parents-booking.co.uk/dobcroftjunior> You will enter your email address at which you receive school communication on the login page, and will then be sent an email with a secure, one-time 'magic link' which logs you in. This option means you do not need a username and password. **You may wish to test this before the bookings go live.**

*While most parents attend parents' evenings together, we recognise that there are some circumstances that require parents to attend appointments separately. We do have limited time slots, but if you consider that this is necessary for you, please let the office know by **Monday 22<sup>nd</sup> September at 9am** stating your preferred days and timeslots – the office will confirm when your appointments have been made.*

Yours sincerely,

Paul Harrison  
Assistant Headteacher





## Make/Edit My Own Bookings

To make appointment times for yourself, or to edit your appointments, use the Make Bookings for Myself on the Dashboard.

To make appointments:

1. Select the correct subject
2. Select the correct teacher (if there are multiple)
3. Click on Book to make the appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have previously made.

When you are finished you can print or e-mail your appointment confirmation from the right panel.

Blueberry Example School

Create bookings for Tom Smith

Parents' Evening 13th Feb 2024 (In-Person)

Subject: Finance

Time	Duration	Teacher	Status
5:00 PM	15 mins	Mrs. Price	Booked
5:15 PM	15 mins	Mrs. Price	Available
5:30 PM	15 mins	Mrs. Price	Available
5:45 PM	15 mins	Mrs. Price	Available
6:00 PM	15 mins	Mrs. Price	Available
6:15 PM	15 mins	Mrs. Price	Available
6:30 PM	15 mins	Mrs. Price	Available
6:45 PM	15 mins	Mrs. Price	Available
7:00 PM	15 mins	Mrs. Price	Available

Your appointments

Booking Information

Print Your Bookings

Email Your Bookings

Cancel or Reschedule

Cancel all Bookings