



Hinchbrook School

Inspiring excellence Fulfilling potential
A DfE Academy with a Specialism in Sport

On-line Booking System

November 2017

Dear parent/carer,

Hinchbrook School use an online booking system for parental meetings. This is the same system used for parents' evenings. Please use the guidelines below to make your booking with your child's **Academic Tutor**.

Follow the link below and click on the link for **Academic Review Day November 2017** or enter <https://parents-booking.co.uk/hinchbrook>

then

Click on **Please Enter Your Details Here**

Fill in the boxes on the pop up. When finished, press **Save**

next

Click on **Academic Review Day November 2017** and follow the instructions on the page to make appointments with your son/daughters teachers.

On the pop up add what, if anything, you wish to discuss and click on **Make Booking**. If you do not want to add anything just click on **Make Booking**.

If you wish to cancel a booking click on the relevant box then click on the **Cancel a Booking** at the top of the page.

When you have finished making your appointment you can either email or print.

Ensure you enable **Allow Pop-ups**.

Once completed close the window.

If you have any problems with online bookings please contact your child's form tutor or email the dedicated ARD booking system address: ARDBookings@hinchbk.cambs.sch.uk