

Hobbayne Primary School

Greenford Avenue, Hanwell, London W7 1HA

Headteacher: Mrs S Yoosuf

Deputy Headteacher: Mrs M Barnes

Deputy Headteacher: Ms I Tolan

Tel: 020 8567 6271 Email: admin@hobbayne.ealing.sch.uk Website: www.hobbayne.net



3rd October 2018

Dear Parents/Carers of Reception

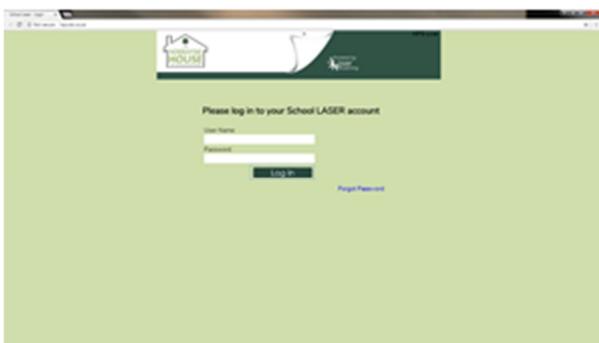
We are delighted to be able to provide instructions on how to access our online booking system for Parent Consultation Day on Thursday 11th October '18.

Please follow the simple set of instructions below in order for you to be able to take advantage of this facility. If you do not have the means at home to be able to do this, please use the computer located in the Reception Foyer, where a member of the School Office Team will be happy to assist.

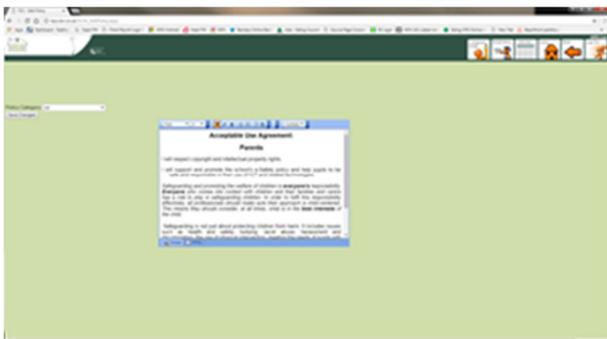
Instructions

From our Hobbayne website home page www.hobbayne.net select the *Useful Information* tab at the top. Next select the fourth dropdown box *PCD Online Booking System*. On the welcome page please click on the link that will take you to the booking homepage

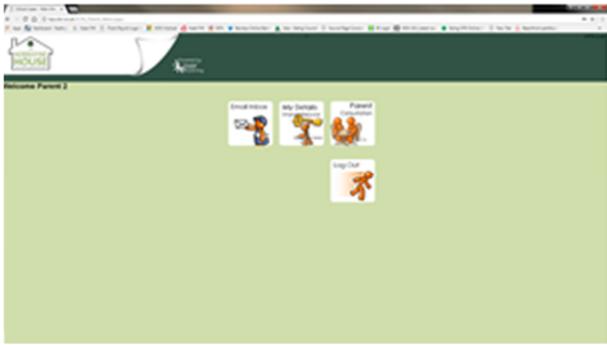
You will be presented with the Laser Front Screen



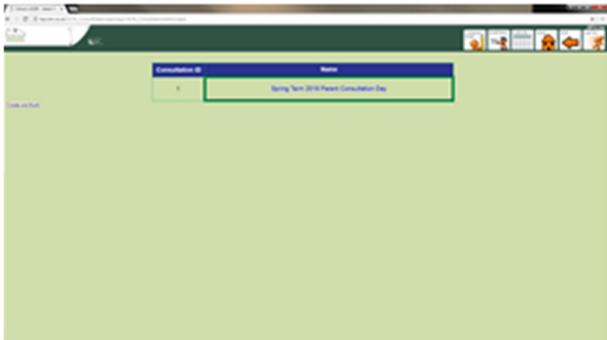
Your user name will be the email address you have provided at the school office and the first time password will be **happychildren**. On your first use of the system you will be prompted to create your own unique password and on completion of this, you will access the following screen:



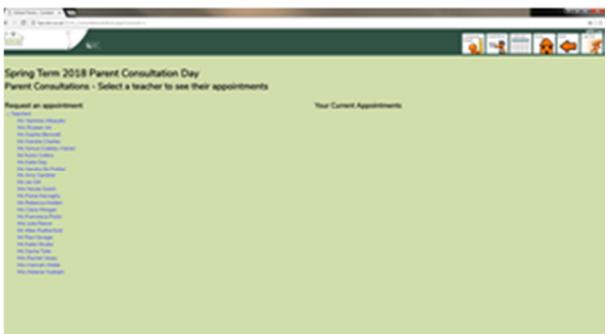
Please confirm that you have read the User Terms of Agreement by ticking the appropriate box in the left hand corner. Once you have agreed to the school e-safety policy; regarding the use of school LASER by ticking and pressing submit (bottom left hand corner), the following page will appear:



Select **Parent Consultation Admin** in the top left hand corner.



Click on Autumn Term 2018 Parent Consultation Day and you will see the following page providing a list of teaching staff available for Parent Consultation Day:



You will now need to click on your child's (ren) teacher to access the specific class teacher timetable of appointments where you can request the time suitable to you.

When you select your desired time slot, a message will appear to the right of the page and confirm if your request has been accepted. Please note that others may be attempting to book the same slot as you. If you have more than one child, you can go ahead and select the next teacher and make a time choice, the system will not let you double-book. Once finished, please remember to log out of the system using the button in the top right hand corner.

We do hope that you find this method of booking your time slot with your child's class teacher efficient and easy to use. However, as with all systems, if you encounter any teething problems, please do not hesitate to contact the School Office Team and they will be only too pleased to assist you.

Yours sincerely

Mel Moore

School Business Manager