

## How to book a parents evening slot at Newburgh Primary School



- Your parents evening booking can be made either via the eSchools app on your mobile phone or by visiting <https://newburgh.eschools.co.uk/login> on a laptop, computer or iPad. Please log in using your existing eSchools username and password.
- Select your desired date of:  
**Wednesday 19<sup>th</sup> October**  
**Thursday 20<sup>th</sup> October**  
times will be available on a first come first served basis.
- You will not be able to select a time which has been taken already.
- If you have more than one child you will need to repeat the procedure for each child, making sure that you allow sufficient time between appointments.
- Mrs Chamba, SENDCo will be available for separate bookable appointments. Should you wish to book an appointment then please email the school office on [admin2325@welearn365.com](mailto:admin2325@welearn365.com)

| Key dates:                    |                                                                                                                                             |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| Monday 3rd October @ 1 am     | Booking window is available to parents/carers.<br><b>Please note you will not be able to view parents evening or book before this time.</b> |
| Monday 17th October @ 3.30 pm | Booking window will close to parents/carers.                                                                                                |

As these are the only ways you can book an appointment for Parents' Evening, please notify the school office as soon as possible if you are experiencing problems using this system.