



Queen Eleanor's Church of England Junior School  
*An Academy in the Good Shepherd Trust\**  
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Headteacher: Roger Blackburn

27<sup>th</sup> February 2018

## Parents' Evening Spring 2018

Dear Parents/Carers,

As many of you are aware there was a problem with the on-line Parents' Evening system which should have been accessible from 7.00pm last night. We apologise for this error which was due to a change in the format of the date of birth when the data was uploaded to the system. We have been working with the software company and have now resolved the problem.

The booking system will now be active from **7.00pm tomorrow (Wednesday 28<sup>th</sup> February)** and will be available until 7.00pm on Monday 5<sup>th</sup> March.

Please note we have now changed the way you input your child's date of birth and you must use the following format:

Day/Month/Year (e.g. 30<sup>th</sup> November 2006 would be 30/11/2006).

Please note that for single digit dates a "0" must also be used (e.g. 2<sup>nd</sup> May 2007 would be 02/05/2007).

We will only be manually allocating slots for those who have advised us that they have no internet access.

Please accept our apologies for any confusion or inconvenience caused by the system error.

Yours sincerely

Roger Blackburn  
Headteacher

[www.queen-eleanors.surrey.sch.uk](http://www.queen-eleanors.surrey.sch.uk)