



# THE APPLETON SCHOOL

*A Specialist Business and Enterprise College*

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*Achieving Excellence*



Business &  
Enterprise

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Dear Parents,

For the forthcoming Year 7 Consultative Evening on Thursday 18<sup>th</sup> October 3.15pm – 7pm, an appointment with your child's Form Tutor will need to be made online. Appointments can be made from any internet connected computer or most mobile/smart phones. See instructions below how to log in to the booking system, your PIN will be different for this consultative than previous consultatives.

Appointments on this occasion will be with your child's Form Tutor. You can also make an appointment with the SENCO, Mrs Julie Ledger or Mr Clout, a member of the Senior Leadership Team, if necessary.

To access the system:

- Go to the school's website – [www.theappletonschool.org](http://www.theappletonschool.org)
- Click on the green "Online Consultative Booking" icon which is located in the lower left hand side of the homepage, beneath the events calendar.
- **Click obtain PIN/Password and enter your email address, please use the email address that you have previously issued to the school for correspondence.**
- **Your PIN will then be emailed to you; therefore enabling you to login.**

A User Guide which takes you through the process is available on the school website:

<http://www.theappletonschool.org/library/files/PTOPRINTSCREENS.pdf>

Should you experience any difficulties using the system or are unable to make appointments via an online system please contact the school at your earliest convenience so that we can work together to make appointments. It is of paramount importance that you get the opportunity to discuss your child(ren)'s progress with their teacher.

Yours sincerely,

Miss S Royce  
Year 7 Manager

