



Waverton C P School
Common Lane
Waverton
Chester
CH3 7QT
Tel 01244 268985

4th October 2023

Dear Parents/Guardians,

Parent Evenings will be on Thursday 2nd November and Thursday 9th November and will be face to face appointments.

We will be using the School Spider booking system to enable you to book a day/time slot. You will be able to book your Parent Evening appointment from when it goes live at **7pm on Monday 9th October until it closes at 7pm on Monday 16th October**. Remember, you will only see the time slots that are available to book. **You will not be able to book before or after the time/dates stated above.**

It is recommended that your download/re-download the School Spider App so that you are using the most up to date version – please use your relevant App Store to do this.

RECEPTION CHILDREN WITH SIBLINGS IN SCHOOL WILL AUTOMATICALLY BE ADDED TO SCHOOL SPIDER AND LINKED TO THEIR SIBLING.

NEW PARENTS WITHOUT SIBLINGS IN SCHOOL WILL NEED TO LOG INTO THEIR ACCOUNT AND CLICK THE FORGOTTEN PASSWORD BUTTON TO BE ABLE TO ACCESS THE SYSTEM – YOU WILL NEED TO HAVE DOWNLOADED THE LATEST VERSION OF THE SCHOOL SPIDER APP

- **Ensure you have the latest version of the School Spider app- this can be downloaded via your relevant App Store.**
- Log into either the school website or school spider app.
- Your **username** is your forename and surname – all lowercase and no spaces – click “forgot password”
- You will receive an email with a link to reset your password
- **Log in using new password**

Please ensure that you have completed the above to enable you to access the booking system.

To book an appointment slot:

- Ensure you have the latest version of the School Spider app- this can be downloaded via your relevant App Store.
- Log into either the school website or school spider app.
- Your username is your forename and surname (no spaces) if you have forgotten your password – please click on “forgot password”
- **If using the school website**, you will automatically be taken to the Dashboard page.
- **If using the school spider app**, you will need to click on the 3 small lines at the top right-hand side of the screen to get to the Dashboard page.
- Click on Parent Evening (on left hand side) – your child or children’s names will appear on the screen **(this will be greyed out until the system goes live)**.
- Click on your child’s name and you will be taken to the relevant class booking page.
- Click “book” button next to time slot required – **Only available time slots will show.**
- Return to Dashboard page and it will show your booked appointment.
- Repeat these steps to book a slot for your other child/ren.
- Make a note of the appointment time and date – **there will be no reminders sent out.**

Please leave a 10 min gap when booking sibling appointments this will allow for appointments running behind.

A few people commented from last time that they were getting an error message when logging in, if the “**Select School**” box appears, click on drop down list and select Waverton C P School then click on “log in.”

Whilst appreciating that some family circumstances mean that parents are no longer living in the same household, where possible, we would like to ask that you try and keep to one appointment per child.

Yours sincerely,

S J Talbot
Simon Talbot
Head Teacher