



School Lane
Trefonen
Oswestry
Shropshire
SY10 9DY

www.trefonenschool.co.uk

Telephone: 01691 652960

E-mail : admin@trefonen.shropshire.sch.uk

Headteacher: Cathy Dunleavy BA(Hons), PGCE, MA (Ed Man), NPQH

24th October, 2019

Dear Parents,

We are trialling a new 'On-line' system for parents to apply for an appointment to see their child's teacher. Appointment times are still at ten minute intervals.

<https://trefonen.parentseveningsystem.co.uk>

Use your address bar to locate this site, do not use the Google browser. Complete your details on the login page where you will also need to complete your child's details. Click 'log in' when this has been completed

Click on the date/s you wish to book with your child's teacher. Continue to book appointments. We recommend using the manual option.

Click in any of the green cells to make your appointment. Blue cells signify where an appointment has already been made. Grey cells are unavailable. Confirmation of your appointment will be shown on the screen and you will have the option to print.

To change an appointment, delete the original by hovering over the blue box and click 'delete'. You can now choose an alternative time.

Your booking will appear on the 'My Bookings' page. An email confirmation will have been sent to you from the information you entered when you logged in initially. You can also print the confirmation off by pressing 'print' so you will always have the date to remind you.

After completing, please remember to 'Sign Out'.

Many thanks,
Margaret Richards