



16th December 2016

Dear Parents

I write to inform you about an improved booking system which will go live at the beginning of next term. This improved system will combine all of the following areas from the current website:

- After School Care
- Stop & Collect
- Parents' Evening Bookings
- Wristband Requests
- Parents' IT Support Requests
- Bookings for School Productions

The updated system will be called the Parents' Booking System and will be accessible from a link in the Parent Information Centre on the main school website at www.townclose.com.

We hope that by combining everything into one system you will find it easier and quicker to use. You should also notice a more positive experience when using mobile devices. Another improvement will be separate logins for both parents.

The updated system will go live at **12:00pm on Monday 9th January**. At this time, you should be able to login using your email address held on the School's database. The transfer to the updated system requires that all passwords be reset to **townclose**. The system will force you to change this password the first time you logon. A feature of the updated system will be the ability to 'remember me' so that you do not have to re-enter your password every time you logon.

Unfortunately, because the updated system will not go live until the 9th January you will be unable to make any bookings during the Christmas holiday. We apologise for any inconvenience this might cause.

If you experience any issues once the updated system goes live please contact me directly using cshone@townclose.com or my direct dial number 01603 599031.

Kind Regards

Mr C Shone
IT Support Manager