



Friday, 26 February 2021

Dear Parent/Carer,

You are invited to make appointments for your child's first lateral flow test in school. Please ensure that you have completed and returned the required online consent form via the link in Mrs Mitchell's letter **before** making any appointments. Thank you.

Appointments can be booked between **8am and 4pm** on **Monday 08, Tuesday 09 or Wednesday 10 March 2021.**

To make your appointments please go to: <https://parents-booking.co.uk/holyfamilycarlton>
Please note: You need to type this website address into your website browser's 'web address bar'.

Try not to 'Google' search the website address, it will not be searchable that way.

Please login by entering the required information below.

You will need to enter:

- Your title and surname e.g. Mr/Mrs/Ms/Miss Smith
- Your child's first name, surname and date of birth
- Your email address

Please note: The login details you enter must **exactly** match those we have on record for you. If you have not alerted the school to any relevant name or title changes, you will be unable to successfully login.

The booking system is open to make appointments from **today until Friday 05 March 2021 at 12 noon.**

Once you have logged in, please do **NOT** use the "Booking Wizard or Suggest Bookings for Me". Please select "**Make Bookings for Myself**", in this way, you can choose the most appropriate day and time for your child's appointment. If you have more than one child to make bookings for, please use the 'Change Child' button on the blue bar (above the school's name, at the top of the web page) to swap between your children.

There are four test stations available, please select **any** one and then choose the best date and time for your child's lateral flow test appointment. Each appointment lasts 5 minutes.

Please note: Students are required to return home to continue remote learning after the first test and school will reopen for lessons on Thursday 11 March 2021.

Troubleshooting Tips

- If you cannot login and have tried all the combinations you think we have on file, please contact the school office by telephone or by emailing lemmj@holyfamilycarlton.org
- The email address you can enter is only used to receive a confirmation of your appointment. It will not be used as a login 'check'. Your e-mail address is never the reason you cannot login.

If you are unable to book at home for any reason, please contact me via the school office for help.

Yours sincerely,

Mrs J Lemm
School Office Manager