Dear Families,

We would like to invite you to our upcoming Parents' Evenings which will take place on:

Thursday 26th February and Wednesday 4th March 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 Thursday 5th February** until it closes at **7pm on Tuesday 10th February.**

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

EXISTING SCHOOL SPIDER ACCOUNTS

It is recommended that you download the latest version of the School Spider App via your mobile providers app store or using the QR code attached.

If you already have a School Spider account, here is a reminder of how to log in

What you need to do.

To log into your account, **you must use the email address on your School Spider record with your existing password** and not as previously, using your forename and surname. **If you save log in details in your browser or a password manager, you also need to update the details.**

(If you have more than one account across multiple schools, these will now be merged. You can login using the first account created, use your forgot password option if you are unsure which this is. Once you login, you will be able to switch between the schools in one place.)

Please be aware, you may need to enter your child's DOB on the first login as an additional security measure.

Help and support

If you are struggling to login and the forgot password option has not rectified this issue, please contact your school.

NEW TO THE SCHOOL AND NOT YET CREATED A SCHOOL SPIDER ACCOUNT

If you have joined the school since the March 2025, you will need an invite to enable you to create an account. You should have all received an invite via email. Please let me know if you require a new invite sending.

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.

Please see next page for bullet point instructions and the attached QR code for easy downloading of the App.

If you experience any problems logging in, please call the school office who will be happy to help.

Yours sincerely,
C Cartwright
Carla Cartwright
Headteacher

GUIDE

• 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 email address.

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

  Or by using the attached QR code.

• Log into either the school website or school spider app.

• Your username is your email address, 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.

- **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 on the letter.

• 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.

If an error message appears 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."