



Wednesday, 11th November 2025

Dear Parents and Guardians

Re: Important Update: Appointment Booking Guidelines

I hope you are well. I would like to provide a brief update regarding the recent appointment slots that have now gone live.

At the moment, the system is allowing both parents to book appointments separately. Please note that this must not happen, as it results in duplicate bookings and reduces availability for other families.

Only one parent should book the appointment for each child. Once the appointment is confirmed, the booking parent can invite their spouse to join the online meeting if they wish.

We kindly ask for your cooperation to ensure the process runs smoothly and fairly for all families.

Thank you for your support.

Kind regards,

Assheton Woodall
Principal