



METROPOLITAN BOROUGH OF CALDERDALE

## Woodhouse Primary School

Daisy Road, Brighouse, West Yorkshire HD6 3SX

Tel : 01484 714750

Email: [admin@woodhouse.calderdale.sch.uk](mailto:admin@woodhouse.calderdale.sch.uk)

[www.woodhouse.calderdale.sch.uk](http://www.woodhouse.calderdale.sch.uk)

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*Headteacher: Mrs Lynn Daveney*

*Deputy Headteacher: Mrs Anne Crane*

11<sup>th</sup> October 2021

**Parent Teacher consultations: Tuesday 19<sup>th</sup> and Wednesday 20<sup>th</sup> October 3:30 - 6:15pm**

Dear Parent/Carer,

We are introducing an online booking system to make appointments to see your child's class teacher and meetings will take place using the online portal Talaxy. This will enable parents and carers to meet with the class teacher virtually for a scheduled appointment.

We will shortly be sending invites directly to the email account of the primary contact registered for your child. This email will have the subject *Woodhouse Primary School Welcome Invite* and will contain a link and instructions to enable you to set up your account. Parents and carers should follow the instructions on screen. Please look out for the email today and check your spam folder if you do not receive it before contacting school. Parents and carers with more than one child at the school may receive duplicate emails, however it is only necessary to register once. Further instructions with screenshots to set up your account and book an appointment are included below.

Once you have registered your account, it will then be possible to book one appointment per child. We would ask that parents and carers make an appointment for their child, including those on the SEN register using the online system by 9am on Monday 18<sup>th</sup> October.

Should you experience any difficulties, please contact school via:

[www.woodhouse.calderdale.sch.uk/talaxy](http://www.woodhouse.calderdale.sch.uk/talaxy)

Yours faithfully

Mrs L Daveney  
Headteacher



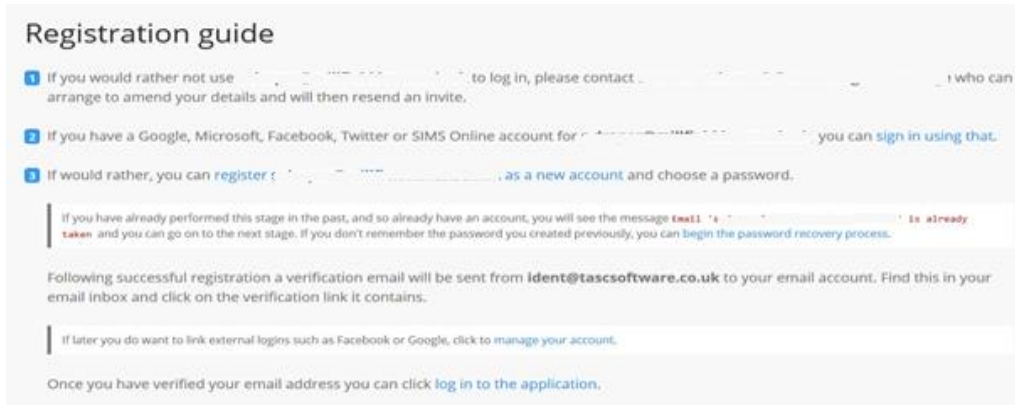
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## 1. Register your account.

Follow the link in the email and the instruction on screen;

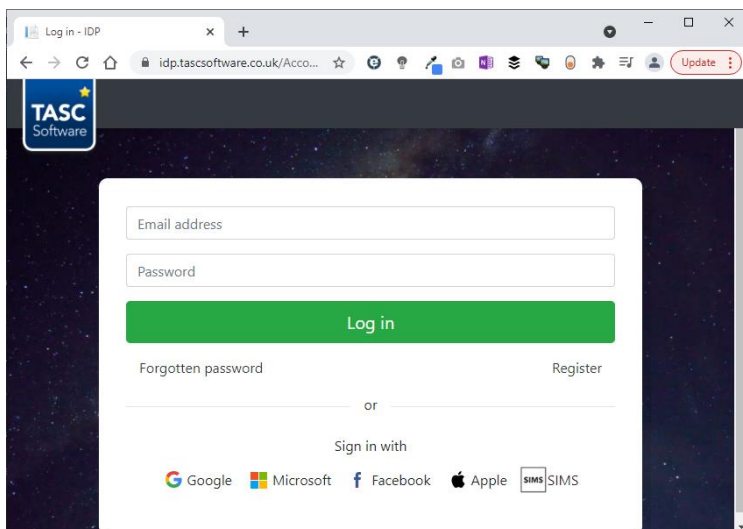


## 2. Login to Your Account

Once registered you can access the portal by visiting [whps.talaxy.app](https://whps.talaxy.app) and clicking login;



Click the "Log in" button on the top right corner of the screen.





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If you have only just created your account, it will take you to the Account Setting pages;

Click the Talaxy logo at the bottom.  
If it isn't present it can take up to 24hrs to appear depending on the account type you've used.



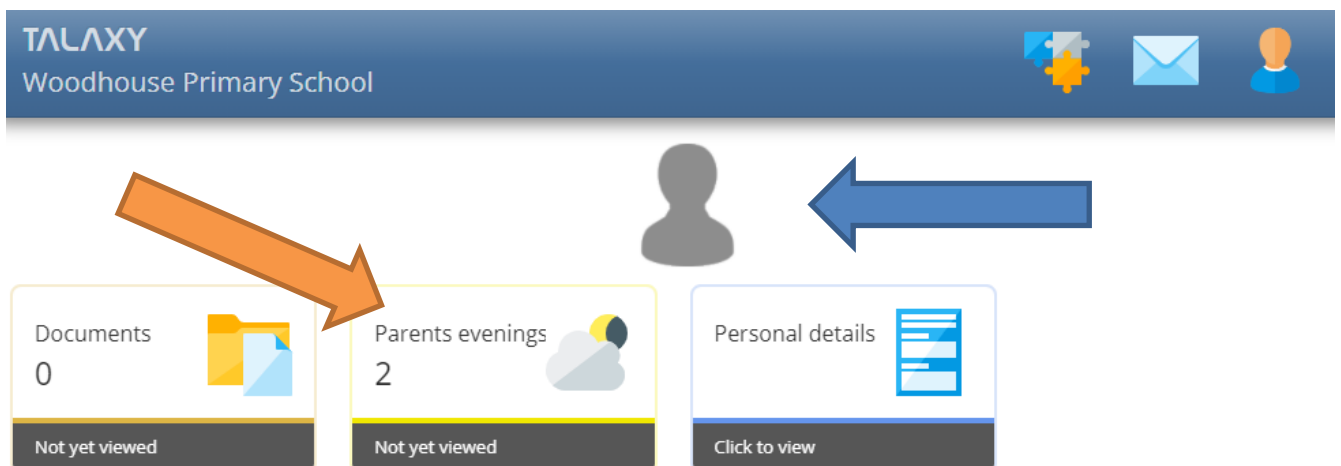
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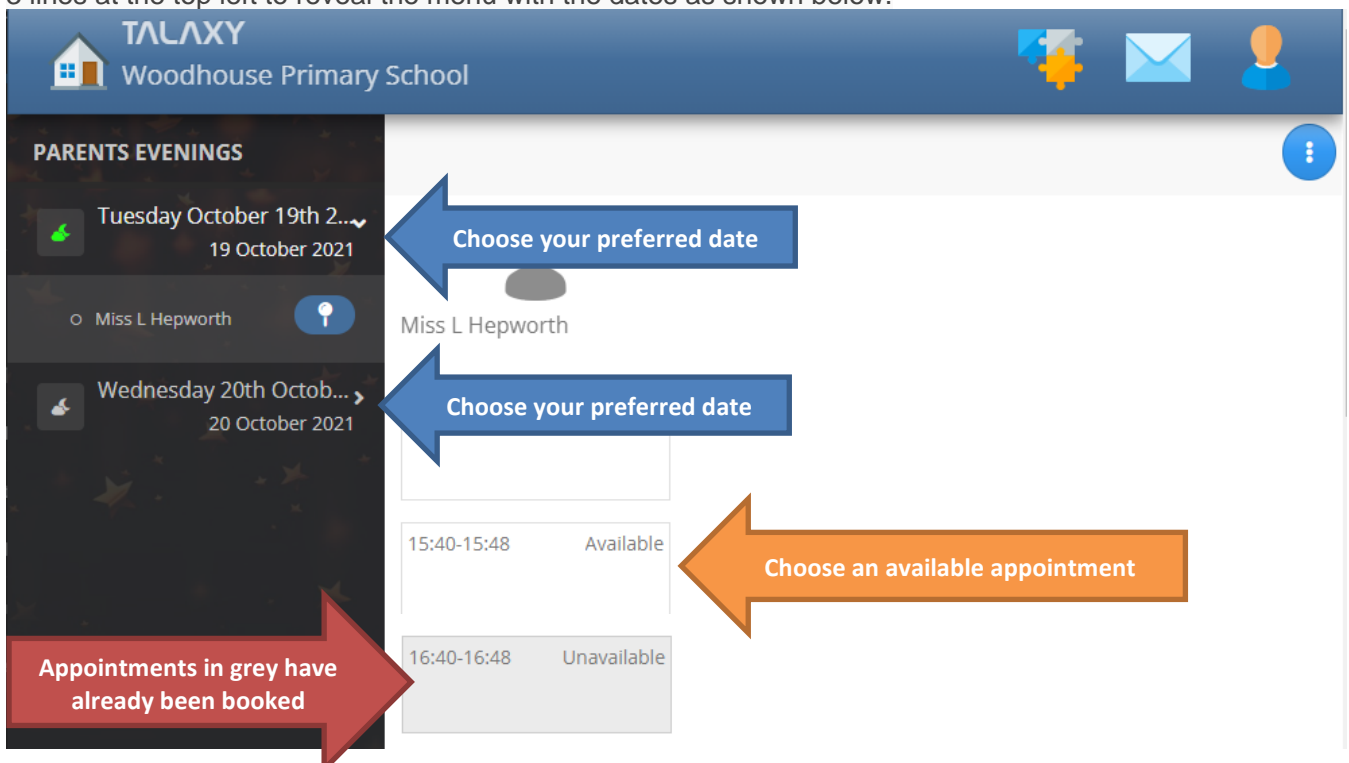
### 3. Booking your appointment

Once logged in you will see your dashboard. You will see a photo of your child or children in the middle under the heading. (Some year groups are missing photographs due to Covid). Clicking the picture or icon will allow you switch between pupils to create an appointment for each child.



You will see 2 parents evenings, one for Tuesday and one for Wednesday:

The menu with the dates doesn't show automatically on mobile devices. To select your preferred day, tap the 3 lines at the top left to reveal the menu with the dates as shown below.





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