



West Sussex County Council

Plaistow and Kirdford Primary School
Plaistow
Billingshurst
West Sussex
RH14 OPX

Tel: 01403 871275 Fax: 01403 871470

Email: office@plaistowkirdford.com

Website: www.plaistowandkirdford.org

Headteacher: Mr C King

8th March 2019

Dear Parents

Parent Consultations – Booking Online Appointments

This term we will be holding our parent consultations on **Thursday 21st March 2019**.

There will be two sessions in which you can book an appointment: **08.00 – 09.30** and **14.00 – 18.30**.

We would like to invite you to bring your child to the consultations as, in the past, many children, parents and teachers agreed that having the children at the appointments was useful. It is at the discretion of the parent however as to whether your child should be present or not. We would recommend that parents of Reception children do not bring their child to the session. Teachers will be asking the children to collect/take books away and wait outside the hall so that parents and teachers have the opportunity to discuss any sensitive topics. Consultations will be held in the school hall.

Each appointment should take ten minutes. At the end of the ten minutes we will alert staff and parents so that they are able to move swiftly on to the next appointment. I appreciate that ten minutes can go by quite quickly, if you feel you may need longer than ten minutes please feel free to arrange an additional appointment directly with the teacher on another day. Books and trays will be available to view before and after the appointment.

We will be using our online booking system so that you can book a slot with your child's teacher. When you book an appointment the system will send you an email confirming your time.

When you log on to the system, it will automatically point you to the correct teacher for your child's class. Appointments can be made immediately and will close at 9.00am on 20th March 2019.

Please go to: <https://plaistowandkirdfordschool.parenteveningsystem.co.uk/> to book your appointment.

If you do not have access to the internet or have any problems using the system, please contact Mrs Parsons in the School Office who will be very happy to assist.

Please note that KS2 Art Club and Netball Club will not be running on Thursday 21st March. Breakfast Club, Badgers After School Club and Library Lunch Club will continue as normal.

We look forward to seeing you all!

Kind regards

Charlie King
Headteacher



Parents' Guide for Booking Appointments

Browse to <https://Plaistowandkirdfordschool.parentseveningsystem.co.uk/>

Parents' Evening System
Welcome to the Green Apple parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: [Select] First Name: [Text] Surname: [Text]
Email Address: [Text] Confirm Email Address: [Text]

Child's Details

First Name: [Text] Surname: [Text] Date dd/mm/yyyy: [Text]

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Your name should be entered with a capital letter and the remainder lower case, as shown in the example opposite.

Please use your child's "preferred" forename that matches our records (no abbreviations). eg: Benjamin not Ben

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

Parents' Evening
This parents' evening is for all pupils. Please note the school will be making extensive use of the system for the evening. The school will be making extensive use of the system for the evening. The school will be making extensive use of the system for the evening.

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers
Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments booked.

Ben
☒ Mr B Latham - Class 8E

Claire
☒ Ms C Smith - Class 8E

James
☒ Mr J Jones - Class 8E

Step 3: Choose Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.

Dr J Latham
Class 8E
L7

No Appointment

16:00	Book
16:05	Book
16:10	Book
16:15	Book
16:20	Book
16:25	Book
16:30	Book
16:35	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Or you can click on the link below.

What's Next?
[View My Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

Viewing/Editing/Printing Appointments

Appointments

Teacher	Time	Status
Mr B Latham	16:00	Booked
Mr B Latham	16:05	Booked
Mr B Latham	16:10	Booked
Mr B Latham	16:15	Booked
Mr B Latham	16:20	Booked
Mr B Latham	16:25	Booked
Mr B Latham	16:30	Booked
Mr B Latham	16:35	Booked

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.