

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

8<sup>th</sup> 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 20<sup>th</sup> March 2019.

Please go to: https://plaistowandkirdfordschool.parentseveningsystem.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 21<sup>st</sup> March. Breakfast Club, Badgers After School Club and Library Lunch Club will continue as normal.

We look forward to seeing you all!

Kind regards











# Parents' Guide for Booking Appointments

Browse to <a href="https://Plaistowandkirdfordschool.parentseveningsystem.co.uk/">https://Plaistowandkirdfordschool.parentseveningsystem.co.uk/</a>



## 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



#### Step 2: Select Parents' Evening

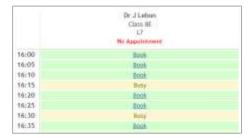
Click the green tick to select the parents' evening you want to make appointments for.



### Step 3: Choose Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.



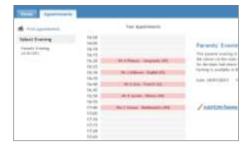
#### **Step 4: Book Appointments**

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



#### Step 5: Finished

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



#### 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.