



**Plaistow and Kirdford Primary School**  
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Headteacher: Mr C King

7<sup>th</sup> February 2020

Dear Parents

### Parent Consultations – Booking Online Appointments

This term we will be holding our parent consultations on **Thursday 12<sup>th</sup> March**.

**Please note all school clubs (with the exception of Breakfast Club and Badgers After School Club) will not run on Thursday 12<sup>th</sup> March.**

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 the day before the consultation event.

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 add appointments on your behalf.

We look forward to seeing you all!

Kind regards

Charlie King  
Headteacher





## Parents' Guide for Booking Appointments

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

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

**Your Details**

Title:  Mr. First Name:  John. Surname:  Smith.  
 Email Address:  john.smith@gmail.com. Confirm Email Address:  john.smith@gmail.com.

**Child's Details**

First Name:  Sarah. Surname:  Smith. DOB dd/mm/yyyy:  25/11/2005.

### Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact 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: 26/11/2010

Select a parents' evening to add appointments:

**Parents' Evening**  
 This parents' evening is for all pupils. Please enter the school to the main address and follow the sign for the main hall where the evening is being held. Parking is available in the main school car park.

Continue

Date: 24/11/2022 Time: 14:00 - 18:00

### 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 M Liddell - Class 7A

**Claire**  
 Ms T Smith - Class 11

**James**  
 Mr T Peck - Class C

### Step 3: Choose Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.

Dr J Latham  
 Class 8E  
 L7

No Appointments

16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
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 by the child's name for the relevant teacher. Or see What's Next?

### Step 5: Finished

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

**Appointments**

**Your appointments**

14:00	
14:05	
14:10	
14:15	Mr M Liddell - Class 7A
14:20	Mr M Liddell - Class 7A
14:25	Mr M Liddell - Class 7A
14:30	Mr M Liddell - Class 7A
14:35	Mr M Liddell - Class 7A
14:40	Mr M Liddell - Class 7A
14:45	Mr M Liddell - Class 7A
14:50	Mr M Liddell - Class 7A
14:55	Mr M Liddell - Class 7A
15:00	
15:05	
15:10	
15:15	
15:20	
15:25	
15:30	

### 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.

