



Plaistow and Kirdford Primary School
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Headteacher: Mr C King

1st October 2021

Dear Parents

Parent Consultations – Autumn Term 2021

At school we have settled back into the new school year and enjoyed meeting many parents and carers during our recent 'Meet the Teacher' sessions. We are now able to finalise dates for the Autumn Term parent consultations and these are as set out below. Please note that these meetings will all be 'remote' via google meet. **If you are unable to access an online meeting, or would prefer a telephone call instead, please ensure that we have your up-to-date-telephone number for the day(s) in question and please let the school office know if you would prefer a phone call.** We do only have two telephone lines in and out of school though, which means we will only be able to offer calls where there is a real need to do so.

Parent consultations are extremely important. They provide an opportunity to discuss with your class teacher how your child has settled into a new school year from both a well-being and an academic point of view, what their current level of achievement is and what both school and family can do to support their learning.

Because of the measures we have continued to put in place to keep children, staff and families safe and to keep school open, we will be holding our parent consultations virtually across four days this term. These will run from 8.00am in the morning. I appreciate that families may well be working but hope that a remote 10 minute appointment will be logistically easier than attending a physical appointment. More than one parent will be able to join the same appointment.

Years 3 and 4 will be held on Monday 18th October.

Years 2 and 5 will be held on Wednesday 20th October.

Years 1 and 6 will be held on Thursday 21st October.

Years R will be held on Friday 22nd October.

Families will still book their appointment slot using our online system. An invitation containing a link to the parent consultation will then be sent out nearer the time. **Appointments will remain ten minutes long;** if a more detailed conversation is needed an additional appointment can be made. It is essential, as we are running the meetings virtually, that we keep to the time limit for each appointment.

Please click on the link below to book your appointment:

<https://plaistowandkirdfordschool.parentseveningsystem.co.uk/>

The booking system will open at 5.00pm on Monday 4th October. A guide to booking your appointment can be found below. However, if you do not have access to the internet or have any problems using the booking system, please contact Mrs Parsons in the School Office who will be very happy to assist.

We look forward to seeing you all!

Kind regards

Charlie King
 Headteacher





Parents' Guide for Booking Appointments

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

Parents' Evening System
 Welcome to the Green Abbey 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: 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: 26/11/2005

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 enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 | Time: 16:00 - 20:30

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.

Ben
 Mr M Lubbock - Class 9A

Claire
 Mr T Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.

Dr J Lebon Class 8E L7	
	No Appointment
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 beside your child's name for the relevant teacher. Be sure to save your changes.

What's Next?
[View/Print Appointments](#) | [Send Feedback](#) | [Logout](#)

Step 5: Finished

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

Home | **Appointments**

Select Evening
 parents' Evening
 24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Poinney - Geography (H5)
16:25	
16:30	Mr J Johnson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

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.