



"A Home for Learning, Laughing, Caring and Trying"

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11 October 2018

## **PARENT CONSULTATION MEETINGS**

**Tuesday 20<sup>th</sup> November 3.30pm – 6pm**

**Wednesday 21<sup>st</sup> November 4pm – 7pm**

**Thursday 22<sup>nd</sup> November 1pm – 2.30pm (this date is for Nursery parents only)**

Dear Parents and Carers,

Your child's class teacher is looking forward to the opportunity of meeting you and talking with you about your child's progress on one of the dates above.

This time we have a new system in place for booking your consultation appointment. We hope that all parents have been able to successfully log-in to ESchools. If you have not please contact the school office as soon as possible, as you will not be able to book an appointment if you not been able to log-in.

The process for booking an appointment is as follows:

- An email will be sent to all parents when the booking window opens. The booking window will be open from Monday 22<sup>nd</sup> October at approximately 8am, and will close on Wednesday 14<sup>th</sup> November at 3pm.
- Follow these simple steps to book your slot:
  1. Log-in to Eschools and select 'Parents Evening' on the blue menu bar at the top of the page. You may have to click on the double arrow to find it (>>).
  2. Select your name.
  3. Select the parent's consultation session you wish to attend.
  4. If you have more than one child in school, you will book one appointment at a time. Select the name of the child whose teacher you wish to book first.
  5. Select the time slot that you wish to attend. You will only be able to see available appointments.
  6. Your confirmed booking will show in the 'Bookings' section. Should you wish to edit this at a later time you can do so by clicking on the 'Edit' button. You will not be able to make any amendments after 3pm on Wednesday 14<sup>th</sup> November.
  7. If you have other children in school, go back and repeat the process. We recommend that you leave a 20 minute gap between bookings.

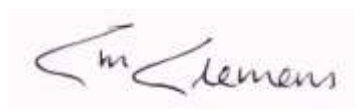
Banks Road, Toton, Beeston, Nottingham, NG9 6HE. Web: [www.banksroadschool.co.uk](http://www.banksroadschool.co.uk)

- Where both parents will attend the meeting together only one parent will need to log-in to book an appointment. In the case of split families, both parents can log-in separately to make their individual appointments.

Children are most welcome to come to parent's evenings to share their work with parents, but we do prefer for the teacher consultation to take place without your child present. Children are welcome to wait in the shared area during the consultation meeting.

If you have any questions regarding the booking process, or difficulties accessing the booking system, please do not hesitate to contact the School Office.

Yours sincerely

A handwritten signature in black ink, reading "Mr. Clemens", is displayed on a light pink rectangular background.

Head Teacher