



## INFANT SCHOOL

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Headteacher: Mrs Amanda Reid

8<sup>th</sup> March 2018

Dear Parents

### **Parents' Consultation Evening Monday 26<sup>th</sup> March 2018 and Wednesday 28<sup>th</sup> March 2018, Online Appointment Booking.**

I would like to invite you to attend our Parent Consultation Evenings on Monday 26<sup>th</sup> March at 4pm-6.30pm and Wednesday 28<sup>th</sup> March at 6pm-8.30pm.

Due to its previous success the school is once again using the intuitive and easy to use online appointment booking system. This allows you to choose your own appointment time with your child's class teacher and you will receive an email confirming your appointments. We are confident this will continue to be an improvement and welcome any feedback.

Appointments can be made from 5pm today and will close at 9:00 a.m. on the date of each consultation evening. Should you wish to make any changes after this time please contact the school office.

May I please remind parents that it is one appointment per child as there is not sufficient time for teachers to see parents individually. We ask that where possible children do not attend the parents evening. If it is not possible for alternative childcare arrangements to be made, children will be expected to sit quietly in the library with a book while parents meet with the teacher. Please note there is very minimal supervision for the children therefore it is expected that they will sit quietly and wait.

Please visit <https://perryfieldsinf.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Child's First Name:

Child's Surname:

Child's Class:

You will be asked for your email address, please ensure this is the email you have supplied to the school

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mrs Amanda Reid  
Headteacher



Enhanced  
Healthy School

# Parents' Guide for Booking Appointments

Browse to <https://perryfieldsinf.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  First Name  Surname   
 Mr  John  Smith   
 Email Address  Confirm Email Address   
 john.smith@gmail.com john.smith@gmail.com

**Child's Details**

First Name  Surname  Registration Class   
 Sarah  Smith  7D3

## 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.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Registration class – eg: **Diamond, Topaz etc**

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 F Paton - Class G

## Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

Click on the Continue button to proceed.

**No Appointment**

16:00   
 16:05   
 16:10

**Confirm & Add Message**

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

67 characters left

17:10

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

**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

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. **To send the school feedback about this system, click on "Send Feedback".**

**Home** **Appointments**

**Select Evening**

Parents' Evening  
 24/01/2013

**Your Appointments**

Time	Teacher	Class
16:00		
16:05		
16:10		
16:15	Mr A Piskney	Geography (H)
16:20	Mr J Addison	English (E)
16:30	Mr A Grey	French (B)
16:35		
16:40	Mr K Jacobs	History (H)
16:45		
16:50	Mrs L Vernon	Mathematics (M)
16:55		
17:00		
17:05		
17:10		
17:15		
17:20		
17:25		

[Add/Edit/Delete](#)

**Parents' Evening**

This parents' evening is the school via the main for the Main Hall where Parking is available in the

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

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

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.