

## INFANT SCHOOL

Lawn Lane Chelmsford, Essex CM1 7PP  
Tel: 01245 268714 Fax: 01245 344296  
Email: [admin@perryfields-inf.essex.sch.uk](mailto:admin@perryfields-inf.essex.sch.uk)  
Headteacher: Mrs Amanda Reid

11<sup>th</sup> March 2019

Dear Parents

### Parents' Consultation Evening Monday 1<sup>st</sup> April 2019 and Wednesday 3<sup>rd</sup> April 2019

I would like to invite you to attend our Parent Consultation Evenings on Monday 1<sup>st</sup> April at 4pm-6.30pm and Wednesday 3<sup>rd</sup> April 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 day 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



# Parents' Guide for Booking Appointments

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



Parent's Evening Login

Title: Mrs, First Name: Rachel, Surname: Abbott

Email: r.abbott@gmail.com, Confirm Email: r.abbott@gmail.com

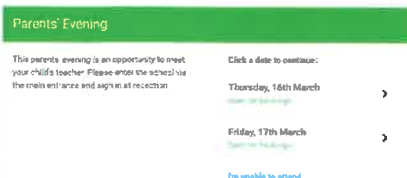
First Name: Ben, Surname: Abbott, Date Of Birth: 28 July 2008

Log In

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Parents' Evening

This parents evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

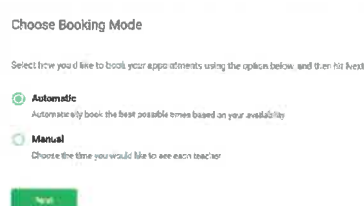
Click a date to continue:

Thursday, 16th March  
Friday, 17th March  
I'm unable to attend

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the options below, and then hit Next

☒ Automatic  
Automatically book the best possible times based on your availability

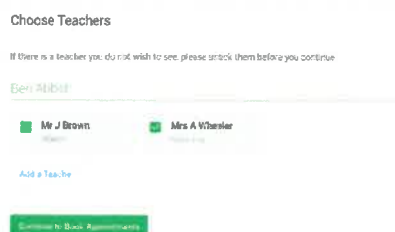
☐ Manual  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please strike them before you continue

Ben Abbott

☒ Mr J Brown  
☒ Mrs A Wheeler

Add a Teacher

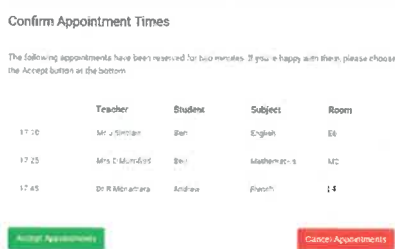
Continue to Book Appointments

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You may book other teachers not listed on the screen by clicking *Add a Teacher*.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom

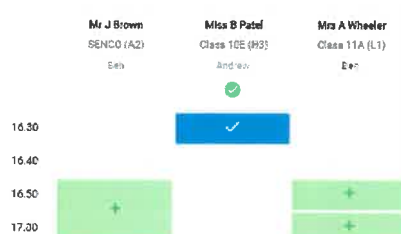
	Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English	E6
17:25	Mrs C Mundell	Ben	Mathematics	M2
17:45	Dr R Mohanrao	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Mr J Brown  
SENCO (A2)  
E6

Mrs B Patel  
Class 10E (H3)  
Andrew

Mrs A Wheeler  
Class 11A (L1)  
Ben

16:30

16:40

16:50

17:00

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.



My Bookings

Teacher	Room	Subject	Time
Mr J Brown	SENCO (A2)	English	17:10
Mrs C Mundell	Class 10E (H3)	Mathematics	17:25
Dr R Mohanrao	Class 11A (L1)	French	17:45

Print