# Perryfields

INFANT SCHOOL

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Headteacher: Mrs Amanda Reid

2<sup>nd</sup> October 2017

**Dear Parents** 

Parents' Consultation Evening Monday 16<sup>th</sup> October 2017 and Wednesday 18<sup>th</sup> October 2017, Online Appointment Booking.

I would like to invite you to attend our Parent Consultation Evenings on Monday 16<sup>th</sup> October at 4pm-6.30pm and Wednesday 18<sup>th</sup> October 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 6pm 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 <a href="https://perryfieldsinf.parentseveningsystem.co.uk">https://perryfieldsinf.parentseveningsystem.co.uk</a> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

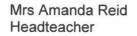
Child's First Name: Child's Surname:

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









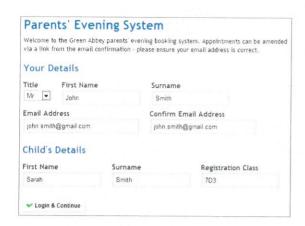




#### PERRYFIELDS INFANT SCHOOL

# Parents' Guide for Booking Appointments

Browse to <a href="https://perryfieldsinf.parentseveningsystem.co.uk/">https://perryfieldsinf.parentseveningsystem.co.uk/</a>



#### 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



#### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.



#### 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.



## 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.



## 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".



# 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.