

# Barnes Farm Junior School

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8 September 2017

Dear parents/carers,

Our first Parents' Evenings of the year will take place on Tuesday 19<sup>th</sup> September 2017 between 5.00pm to 8.00pm and Thursday 21<sup>st</sup> September 2017 between 3.30pm - 6.00pm. These are scheduled sooner in the term than normal and will give you and your child's teacher an early opportunity to discuss how they have settled into their new class, share information that will be useful for the teacher to know and talk about the year ahead. We would be very happy if your child could also attend this meeting.

## Booking appointments

We are continuing to use the Parents' Evening Booking System function on our website, accessed via your personal eSchools account (Year 3 parents - please note that you will receive your eSchools account information from school on Monday 11<sup>th</sup> September). This system enables parents to make their own 10-minute appointment from a choice of available slots and a set of simple steps is outlined on the reverse to assist you.

The booking period opens on **Tuesday 12<sup>th</sup> September at 8.00pm** and while appointments cannot be reserved before this time, you are able to view the booking area beforehand in preparation. I trust you will find this a simple and efficient way of making your appointment; the process has been overwhelmingly successful in previous terms, but please do contact the office as soon as possible if you have any questions or issues to resolve.

## On the day of your appointment

On arrival, parents should go directly to the hall where all of our year group appointments will take place on this occasion. There will be a seating area in the centre of the hall for you to wait until your child's teacher is ready to speak with you. Please keep to the 10-minute timeslot for each pupil to enable the evening to run smoothly for everyone concerned. Because the consultations are taking place at an early stage in the year, books will not be available to view; however, we would like to remind you that there is opportunity to do this at any stage throughout the year on our weekly Wednesday drop-in afternoons between 3.15-3.45pm.

Yours sincerely,

Mr R McIntosh  
Deputy Head Teacher

## **How to book your Parents' Evening appointment**

1. Access the school website
2. Log into your parent account (follow the 'Log in' link at the top right-hand corner)
3. Click on the 'Parents evening' tab near the top
4. Click on 'View event bookings'
5. Click on your child's name
6. Click on 'Book/view'
7. Ensure the correct teacher is displayed. For 3HM, 3SG and 4CK only one teacher is displayed for booking purposes.
8. You will see two tabs; select the date and time period in which you wish to have your appointment.
9. Select the time you wish from the available slots (appointment times already booked by others will be faded and unable to be selected). Click on 'Save'.
10. Your appointment is now booked. You can view and change this at another time until the booking period ends, subject to available slots.
11. Repeat the process from point 5 if you have another child's appointments to book.

**Please only book one slot per pupil, not per parent. We will need to delete an appointment if more than one per pupil is booked.**

Eschools have also created their own, short instructional video for parents, accessible here:

<https://www.youtube.com/watch?v=1NJpWK9sffM>

or within Youtube, search 'Eschools Parents Evening (for Parents)'.

The booking period ends on **Sunday 17<sup>th</sup> September at 11.55pm**. If you need to change your consultation after this period, please contact the office; this will be subject to available appointments.

Please note that you will not receive additional confirmation from the school about your appointment time - this is clearly shown on the booking page of the website. Teachers will expect to meet with you at the reserved time.