

Barnes Farm Junior School

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PARENTS' EVENING JANUARY 2019

Dear Parents/carers,

Following on from our Parent Information meetings in November 2018, our teaching staff are available on **Tuesday 15th January (5pm-8pm)** and **Thursday 17th January (3:30pm-6pm)** in order to share more detailed and personalised learning updates from the Autumn term with families. Pupils are encouraged to attend these 10 minute appointments if possible.

In April 2019 there will be a further personalised opportunity to book an appointment with your child's classteacher in order to review progress in the Spring Term 2019 (using the same format as the January parents' evenings).

Finally, there will be our Display evening (27th June 2019) and a full academic report (July 2019) in order to keep you updated on your child's progress and achievements at Barnes Farm Junior School.

If arriving by car, please park responsibly and consider parking at Asda and walking up to the school to minimise disruption to our closest neighbours.

Booking appointments



We are continuing to use the Parents' Evening Booking System function on our website, accessed via your personal eSchools account. 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. eSchools have added a new function on their app which enables bookings to be made via the app and we hope that this will make the process even easier for parents.

The booking period opens on **Friday 14th December at 8.00pm** and while appointments cannot be reserved before this time, you are able to view the booking area 24 hours beforehand in preparation. I trust you will find this a simple and efficient way of making your appointment; the process has been very 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 to the following locations:

- Years 3 & 4: The Hall
- Year 5: The ICT suite
- Year 6: The Barn

There will be a seating area for you to wait until your child's teacher is ready to speak with you and pupil books will be available to view. Please keep to the 10-minute timeslot for each pupil to enable the evening to run smoothly for everyone concerned.



How to book your Parents' Evening appointment(s)

Class Teacher appointments

1. Access the school website
2. Log into your parent account (follow the 'Login' link at the top right-hand corner)
3. Click on the 'Parents evening' tab near the top
4. Go to 'Bookings' and click on the green 'Book' next to your child's name (if you have more than one child at the school, both will be displayed; select one to begin with)
5. Click on 'Select teacher' which is a drop-down box and select your child's teacher. For 4RS only one teacher is displayed for booking purposes.
6. Click on 'Select session', which is also a drop-down box, and select the day on which you wish to have your appointment.
7. 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'.
8. Your appointment is now booked. You can view and change this at another time until the booking period ends, subject to available slots.
9. Repeat the process from point 4 if you have another child's appointments to book.

Please only book one slot per pupil with the class teacher, 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=OVZhIS-dKyU>
or within Youtube, search 'Eschools Parents Evening (for Parents)'.

There is also a video showing how to use the new app, as follows:
<https://www.youtube.com/watch?v=hg2M2eDXSIQ>



The booking period ends on **Tuesday 15th January at 12.00pm**. Please contact the school office after this date and time to make any further arrangements.

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.

Yours sincerely,

Ross McTaggart
Headteacher

