

23 September 2019

Dear Parents

Booking System for Parental Consultations

Parents Evenings will take place on:

Tuesday 15 October and

Wednesday 16 October

To book appointments, please follow the instructions below.

Log on to www.schoolinterviews.co.uk

Enter the event code number:

To book an appointment with a KS1 teacher, it is: 2p55z

To book an appointment with a KS2 teacher, it is: 92sx4

Then follow the on-screen instructions.

You can then book which teacher you need to see for each child.

The timetable will appear and available slots will show.

Tick the slot you want and press go.

When booking slots, please remember that:

- If you need to see several teachers, leave enough time between appointment slots to move from one to the other. Teachers will be in their own classrooms.
- **KS1:** You need to book one ten-minute slot per child with their class teacher
- **KS2:** Check who your child has maths with as you will need to book one slot with their class teacher and one slot with their maths teacher (who may or may not be their class teacher). **It is important to remember that if they have the same teacher for maths and literacy, then you book ten minutes (ie two consecutive five minute slots).** If this is not booked correctly it affects those who have booked after you as your appointment then over runs.
- Year 6 Appointments - Mrs Cunningham will see all Year 6 pupils for literacy this time and those children in her maths group.
- Mrs Curtis will see those children who are in her maths group.
- If you feel that you need to speak to a teacher for longer than the five minute slot, you are able to book a further consecutive five minutes. However, if you need more than the 10 minutes, please can we ask that you make arrangements with the teacher for an additional appointment on another day. This is to take into account that teachers need enough time to see all parents over the two evenings.

When appointments have been made, you will receive a confirmation email.

To ensure smooth running on the night, please stick to time.

If you have any queries, or problems making appointments, please see Debbie in the Office.

We suggest you book as soon as possible.