

Barnes Farm Junior School

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10 October 2016

Dear parents,

Our first Parents' Evenings of the year will take place on Tuesday 1st November 2016 between 5.00pm to 8.00pm and Thursday 3rd November 2016 between 3.30pm - 6.00pm.

Booking appointments

We are continuing to use the Parents' Evening Booking System function on our website, accessed via your personal eSchools account (details sent in 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 Thursday 13th October at 8.00pm and while appointments cannot be reserved before this time, you will be able to find your way to the right webpage beforehand in preparation. I trust you will find this a simple and efficient way of booking 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 of Years 3-5 pupils should go to the main hall, while parents of Year 6 pupils should go to the main room in the Barn. Some of your child's work will be available to review in advance of the appointment, so please allow time to do this where possible. At the designated time, your child's teacher will come to meet you and you will be able to take the work with you to their classroom for your consultation. Year 6 teachers will hold their appointments in the three small rooms of the Barn (as indicated on the evening). We must stress that there will not be anywhere for children to wait for their parents or any supervision, so they should not attend on this occasion. Please keep to the 10-minute timeslot for each pupil to enable the evening to run smoothly for everyone concerned. A bell will ring every ten minutes to signify the beginning and end of each consultation.

Assessment information meeting

As a result of the national change in assessment of pupils throughout the primary years, each school has had to decide on how best to track and assess their pupils' attainment and progress. It is important for you to be aware of what we do at Barnes Farm Junior School so you can relate it to your child and part of the discussion with your child's teacher will focus on how they have been assessed in these terms based on their strengths and areas for improvement in Reading, Writing and Maths. There will be a meeting for parents to explain our assessment procedures on Monday 31st October at 7pm (similar to the meeting held in January) but if you cannot make this meeting, there is a wealth of information related to how we assess available on our school website within *Teaching and Learning > Assessing the curriculum*. A one-page guide for parents is also available here.

Finally, please note there will be no clubs, free or paid, during Parents' Evening week - these recommence the following week.

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 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(s) 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 **Thursday 20th October at 11.55pm**. If you have not booked by this time, an appointment will be allocated to you and you will be informed on Monday 31st October. 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.