

Barnes Farm Junior School

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3 December 2020

PARENTS' EVENINGS JANUARY 2021

Dear parents/carers,

We will be holding our first virtual parent consultation meetings on **Tuesday 12th January 2021 (3.40-6.10pm)** and **Thursday 14th January 2021 (5-8pm)** in order to share personalised learning updates from the Autumn term with parents. Pupils are encouraged to attend these 10 minute appointments if possible.

Format

Once bookings are confirmed (see below), class teachers will then set up a Microsoft Teams meeting with your child's Office 365 account by 11th January. You can then accept the meeting invitation at any time and join on the day through Teams on a device that has at least microphone/audio capability but preferably also video. All the children have been shown how to do this in order to join lessons in case of remote learning.

It will be important for you to sign into the meeting a few minutes early and wait for the teacher to join you after finishing their previous meeting - this will help keep to the schedule and allow all parents the maximum amount of time.

If parents need to access the meeting from different houses, this is possible. You can login to your child's Office 365 account and join a Teams meeting on more than one device at the same time.

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 next page to assist you. eSchools have a function which enables bookings to be made via their app and we hope that this will make the process even easier for parents.

The booking period opens on **Monday 7th December at 8.00pm** and while appointments cannot be reserved before this time, you are able to view the booking area beforehand in preparation from now. The booking period closes on **Thursday 7th January 2021 at 3.00pm**.

If you have any questions about the booking process or any issues to resolve about participating in a remote meeting, please contact the office in the first instance as soon as possible.

Yours sincerely,

Mr R McIntosh
Deputy Headteacher



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. 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 session', which is also a drop-down box, and select the day on which you wish to have your appointment.
6. 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'.
7. Your appointment is now booked. You can view and change this at another time until the booking period ends, subject to available slots.
8. Repeat the process from point 4 if you have another child's appointment 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=OVZhlS-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 **Thursday 7th January 2021 at 3.00pm.**

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 online at the reserved time.

