

# Barnes Farm Junior School

Henniker Gate, Chelmer Village,  
Essex CM2 6QH

Head Teacher: Mr R McTaggart

Tel: 01245 467973

Fax: 01245 461947

E-mail : [admin@barnesfarm-jun.essex.sch.uk](mailto:admin@barnesfarm-jun.essex.sch.uk)

Website: [www.barnesfarmjuniors.co.uk](http://www.barnesfarmjuniors.co.uk)



1 October 2015

Dear parents,

Parents' Evenings this term will take place on **Monday 19<sup>th</sup> October from 5.00pm to 8.00pm** and **Wednesday 21<sup>st</sup> October from 3.30pm - 6.00pm**. We are able to accommodate all year groups on both of these evenings, with the usual 10-minute appointment per pupil. 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. We will be continuing to share our Parent Consultation pro-forma which aims to give you a brief snapshot of your child's current strengths and challenges across their school work. The pro-forma will be available for you to look at before the consultation, along with your child's work, so please allow time to do this.

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 your child's classroom for your consultation. Year 6 teachers will hold their consultations 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 try and keep to the 10 minute timeslot for each pupil to enable the evening to run smoothly. A bell will ring every ten minutes to signify the beginning and end of each consultation.

This year, we are using the Parents' Evening Booking System function on our website, accessed via your personal account (log in details were sent to you in a letter dated 17<sup>th</sup> September 2015). This system enables parents to make their own appointment, from a choice of available slots, and will allow for greater flexibility and choice for parents and greater efficiencies in time and organisation for the school.

The system is quite straightforward to use and a set of simple steps is outlined on the reverse to assist you. There is a particular booking period set aside for you to make your appointment and this opens on Friday 2<sup>nd</sup> October at 8.00pm so as to be as fair as possible regarding access availability. Appointments will not be able to be booked before this time but 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. Please contact the office if you have any questions or issues to resolve.

**Finally, please note there will be no clubs, free or paid, during Parents' Evening week.**

Yours sincerely,

Mr 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 4CK and 5CH only one teacher is displayed but please note that both teachers for both classes will attend all parents evenings appointments.
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 15<sup>th</sup> October at 9.00pm. If you have not booked by this time, an appointment will be allocated to you. 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.