

Barnes Farm Junior School

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16 December 2022

Y4-Y6 PARENTS' CONSULTATIONS JANUARY 2023

Dear parents/carers,

We will be holding **IN-PERSON** parent consultation meetings on **Monday 9th January (5:00pm - 8:00pm)** and **Wednesday 11th January (3:40pm - 6:10pm)** in order to share personalised learning updates from the Autumn term with parents. Pupils are encouraged to attend these 10 minute appointments if possible. Please go to the main hall where your child's teacher will collect you. If arriving at school by car - please park responsibly and consider parking at Asdas and walking to the site.

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 **Friday 16th 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 **Monday 9th January at 12:00pm** to allow appointment lists to be printed and distributed.

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,

Ross McTaggart
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=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 **Monday 9th January at 12:00pm.**

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 at the reserved time.

