

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

Website: www.barnesfarmjuniors.co.uk



19 April 2022

PARENTS' CONSULTATIONS APRIL 2022

Dear parents/carers,

We will be holding virtual parent consultation meetings on **Tuesday 26th April 2022 (5:00pm - 8:00pm)** and **Thursday 28th April 2022 (3:45pm - 6:15pm)** in order to share personalised learning updates from the Spring term with parents. Pupils are encouraged to attend these 10-minute appointments if possible. NB. Mr Smart's appointments will run on the 28th April and 3rd May - this can be seen on the booking page.

Format

Once bookings are confirmed (see below), class teachers will then set up a Microsoft Teams meeting with your **child's Office 365 account**. 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. Please ensure you read the information for the booking, particularly if your child shares two teachers. 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 **Wednesday 20th April 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 **Tuesday 26th April at 9:00am** 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,

Mrs Walker
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=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 **Tuesday 26th April at 9:00am.**

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.

