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UNITE - INSPIRE - EXCEL

20<sup>th</sup> February 2020

Dear Parents,

### SPRING TERM PARENT-TEACHER MEETINGS

We would like to take this opportunity to invite you to this term's parent-teacher meetings. This face-to-face appointment opportunity will give you the chance to discuss in more detail your child's progress and next steps across the whole curriculum. We also hope that the chance to look at your child's books and ask any questions you may have will help us continue to work in partnership with you towards best outcomes for all pupils. As you know from my weekly newsletters, these meetings will be held on:

Monday 2<sup>nd</sup> March between 3.45pm-6.45pm

Wednesday 4<sup>th</sup> March between 3.45pm-6.45pm

As usual all meetings will take place in the hall, with a bell being rung at 10-minute intervals to assist with the transition between appointments. For the evenings to run smoothly, it is extremely important for everyone to try to adhere to the times arranged and we would welcome your co-operation in relation to this. If you have a more complex issue to discuss, it may be appropriate to arrange an appointment at a different time.

Class teachers will have your child's English and Maths books to reference during your meeting but in addition to this during the evenings, a selection of your child's work will be available in their classroom for you to view. It is often helpful for you to do this before your meeting with the class teacher if at all possible.

We would like to invite you to bring your child with you, as we believe that the inclusion of your child will help to make it more meaningful. If you have any specific concerns that you would like to discuss without your child present, we would encourage you to make a separate appointment at a different time via Reception.

Appointments can be made using our online booking system which you can access from **7am on 24<sup>th</sup> February until 12 noon on Monday 2<sup>nd</sup> March**. The details of how to log on to request your appointment(s) are attached. If you do not have access to a computer or the internet, please contact us via Reception to book an appointment. Once you have made your appointment(s) using the online system, you should receive an automatically generated email confirmation.

If you have more than one child at Westfields, you will need to arrange an appointment for each child with their relevant class teacher. If your child receives extra support for a special educational need, you are also invited to make an additional appointment to see Mrs Clarke, our Special Educational Needs Coordinator (SENCO), in order to discuss their progress and how we are meeting their individual needs. It is helpful if you can ensure that times requested with different adults have a short gap between them.

If for any reason you are unable to attend an arranged appointment, please let us know so that we can avoid both other parents and staff waiting unnecessarily and can arrange an alternative date with you.

Thank you for your continued support. We look forward to seeing you.

Yours sincerely,

Miss Jo Redman  
Headteacher

Parental Engagement  
Quality Standard



## **Log in details for online appointment booking**

Enter the following address into your web browser:

<https://westfieldsjuniorschool.parentseveningsystem.co.uk> and you will then see the screen below:

The screenshot shows the login page for the Westfields Junior School Parents' Evening System. The page has a red header with the school's name. Below the header, there's a section titled 'Parents' Evening System & Event Bookings' with a welcome message. The main form is divided into two sections: 'Your Details' and 'Student's Details'. The 'Your Details' section includes fields for Title, First Name, Surname, Email, and Confirm Email. The 'Student's Details' section includes fields for First Name, Surname, and Date of Birth (with dropdown menus for day, month, and year). A green 'Log In' button is at the bottom left of the form.

- Enter your details and that of your child on the screen

The screenshot shows the 'SPRING TERM PARENT-TEACHER MEETINGS' booking page. It has a green header with the title. Below the header, there's a text box on the left explaining the booking process. On the right, there's a section titled 'Click a date to continue' with two options: 'Monday, 2nd March' and 'Wednesday, 4th March', each with a green 'Open for bookings' link and a right arrow. At the bottom, there's a blue link that says 'I'm unable to attend'.

- Select which appointment date you would like to attend by clicking on the date
- You will then have the option to select your booking method, either manual or automatic. Automatic allows you to select a time based on your availability or manual allows you to view all available times.
- You will then see the name of the class teacher you are able to book an appointment with
- If you have additional children at Westfields, they should automatically be displayed. If not, select 'add another child' and enter their first name, surname and date of birth.
- Parents who have children requiring extra support in school will also have the option to book an appointment with Mrs Clarke.
- Then click on 'continue to book appointments'
- Choose the time you wish to book for the teacher(s) selected and add a message if there is a particular topic you would like to discuss.
- Once selected, a message will display, in a green information box, confirming your appointment(s) have been saved and an email will be sent confirming your appointments.

When booking appointment times with different teachers, please allow some time in between for the transition between the appointments.