

4th October 2019

Dear Parents,

AUTUMN TERM PARENT-TEACHER MEETINGS

We hope that your child has transitioned well into their new year group and is enjoying their learning. We would like to invite you to attend a meeting with your child's class teacher to share with you how your child has settled in their class, the progress they have made and allow you to ask any questions that you may have. As you know from my weekly newsletters, these meetings will be held on:

Tuesday 22nd October between 3.45pm-6.45pm

Wednesday 23rd October between 3.45pm-6.45pm

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.

During the sessions, 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 **8am on 8th October until 12 noon on Monday 21st October**. 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.

Yours sincerely,



Miss Jo Redman
Headteacher

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 a web page for Westfields Junior School. At the top, there is a red header with the school's name. Below it, the page title is "Parents' Evening System & Event Bookings". A welcome message states: "Welcome to the Westfields Junior School parents' evening and event booking system. Appointments and bookings can be amended via a link from the email confirmation - please ensure your email address is correct." The page is divided into two main sections: "Your Details" and "Student's Details".

Your Details

Title: [dropdown menu] First Name: [text input] Surname: [text input]

Email: [text input] Confirm Email: [text input]

Student's Details

First Name: [text input] Surname: [text input] Date of Birth: [dropdown menu] [dropdown menu] [dropdown menu]

At the bottom left, there is a green "Log In" button.

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

The screenshot shows a page titled "AUTUMN TERM PARENT-TEACHER MEETINGS" with a green header. Below the header, there is a text box on the left that says: "Please enter the school via the main entrance. 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 look forward to seeing you." To the right of this text is a section titled "Click a date to continue" containing two date options, each with a right-pointing arrow:

- Tuesday, 22nd October**
You have 1 appointment
- Wednesday, 23rd October**
Open for bookings

- 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.



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