

April 2021

Dear Parents,

Re: Parent Evening for Nursery to Year Six (Video Calls) - Online Booking System

As explained in last week's newsletter, we have brought our Autumn Term parent evenings forward from December to just after the half term break. These meetings will be available for parents in all year groups and will provide an opportunity for the teachers to share how the children have settled into their new classes and targets for their future learning. The meetings will take the form of 'video calls'. Parents can book an appointment on one of the following days:

- Tuesday 4th May – 4:00pm to 8:00pm (Nursery 4:00pm – 7:00pm only)
- Wednesday 5th November – 4:00pm to 5:00pm

The booking system will open on **Monday 26th from 6pm onwards** and close on Friday 30th March at 12noon.

Please visit <https://broadOakprimaryschool.parenteveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included with this letter.

Login with the following information:

Parent's Name and Email Address

Student's name and Date of Birth

Following your booking, you will receive an email confirming your appointment. If you require any support with accessing the system, please do not hesitate to email school directly.

Yours sincerely,

Mrs. Karen Wild
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://broadoakprimaryschool.parentseveningsystem.co.uk/>

Step 1: Login

Please fill out the details on the page. A confirmation of your appointments will be sent to the email address you provide.

Please use your email address that we have on your child's records

Please use your child's "preferred" forename that matches our records (no abbreviations)

NB error occurs, please try different options in title as these may have been entered incorrectly (i.e. Mrs / Miss / Ms)

Date of birth – e.g. 26/11/2005

Parents' Evening System
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot
Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 2: Select Parents' Evening

Click on the parent evening to select the date you wish to book.

Select Manual booking option.

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on 'Continue to Book Appointment'

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

Step 3: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. Click save to confirm appointment.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|-------------------------------------|--|--|
| 16:30 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16:40 | | | |
| 16:50 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 17:00 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

Step 4: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

Year 11 Subject Evening
Thursday, 16th April

This parents' evening is for pupils in year 11. Please arrive at the school via the main entrance and follow the signs for the Blue Hall where this evening is taking place. Parking is available in the main school car park.

| Teacher | Student | Subject | Room |
|------------|---------|-------------|------|
| Mr J Brown | Ben | SENCO | A2 |
| Mr J Brown | Ben | English | 10 |
| Mr J Brown | Andrew | English | 10 |
| Mr J Brown | Ben | History | 10 |
| Mr J Brown | Andrew | Mathematics | 10 |
| Mr J Brown | Ben | Mathematics | 10 |