



Bevendean Primary School

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A place for everyone to succeed and thrive

Parent / Teacher Consultation Meetings

Tuesday, 03 March 2016

Dear Parents and Carers,

Hopefully you have all received our March Newsletter and have pencilled the dates into your diary. These Parent Teacher Consultations will be for you to speak with your child's class teacher about the progress they have made so far this year. We would like as many parents & carers to attend as possible.

Please pop into school or call to receive your login details if you have forgotten them or have misplaced them. All details of the booking arrangements can be found on the school's website.

As mentioned in the Newsletter, the selection and allocation of times will be done via the school website with parents using their eSchools login. On this occasion, you will have the opportunity to select a specific time rather than within a range of times. Please follow the instruction below to complete the process.

1. Click 'Parents' Evening' from the blue bar
2. Click 'View Event Bookings'
3. Click your child's name
4. Click 'Book / View' button
5. From the drop down list, select the name of the teacher you would like to meet with
6. Select the day and time you wish to attend
7. Click save to confirm your selection

Follow the same process for other children / appointments you wish to make bookings for. When class teachers login, they will be able to see the bookings that have been made so far.

A reminder of the dates and times (you will also see these details when you login):

- Tuesday 15th March: 3.30pm - 5.00pm ➤ Thursday 17th March: 5.00pm - 6.45pm

Other teachers you may wish to see: Ms Davis and Mr Hodd from the Launch Pad and Ms Little the SENCo (Parents will be able to see their child's Provision Map at this appointment)

Year 6 parents may also wish to meet their child's SET Teacher: Mr Bateman, Mr DeCastilho, Mr Dally or Mr Dabell. This is the very first time we have used this system and would really appreciate your feedback. Please let us know how you get on!

Yours sincerely,

Martyn Giddens

HEADTEACHER