

CLIFFE WOODS PRIMARY SCHOOL

22 February 2018

Dear Parents

PARENT CONSULTATIONS
20 & 21 MARCH 2018, 3.40 – 7.00 PM

Parent Consultations will be taking place on the above dates. This is an important opportunity to meet with your child's class teacher to discuss progress and the targets set for them. If you feel your child has additional needs, please speak to their class teacher in the first instance, who may then refer you to Mrs Connolly, our SENDCo, who will be in touch shortly afterwards. Mrs Connolly will be available on both evenings for short discussions with no appointment being necessary. In addition, Mrs Colmer (Home School Support Worker) and Mrs Tinkler (Pastoral Support Worker) will be available (no appointment necessary) should you have any concerns you wish to raise with them.

To make an appointment, please visit <https://cliffewoods.parentseveningsystem.co.uk> A guide to making appointments is on the reverse of this letter. Please login with the following information:

- **Your first name, your surname and the email address you have registered with the school**
- **Your child's first name, surname and date of birth**

Appointments can be made from **23 February at 10 am** and will close on **16 March at 4 pm**, after which you will need to contact Joanna in the school office to make any changes.

If you have any problems with accessing the system, please get in touch with Joanna for help.

Yours sincerely

Mr T Muggridge
Headteacher

Parents' Guide for Booking Appointments

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

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: First Name: Surname:

Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

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

Select a parents' evening to add appointments:

 **Parents' Evening**
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments booked.

Ben
 Mr M Lubbock - Class 9A

Claire
 Mr T Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

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

Click on the Continue button to proceed.

No Appointment

16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>

Confirm & Add Message

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

67 characters left

17:10	<input type="button" value="Book"/>
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Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to save your changes.

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments.

You can also view and print your appointments online by clicking the "Appointments" tab.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.