



## Ely St Mary's C of E Junior School

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*(Absence, Dinners, Uniform, Clubs, Medicines, Contact Details, School Pick-up)*

Website: [www.elystmarys.org.uk](http://www.elystmarys.org.uk)

25<sup>th</sup> September 2020

Dear Parents/Carers,

### **PARTNERSHIP CONSULTATION MEETINGS**

We feel that it is important to offer you the opportunity of meeting with your child's class teacher – the more so given the impact of the Coronavirus pandemic on children's education - and we have therefore scheduled our Autumn Partnership Consultation Meetings for **Monday 5<sup>th</sup> October between 3.50pm and 6.10pm** and **Tuesday 6<sup>th</sup> October between 4pm and 6.30pm**. We hope that you will be able to come along for an introductory discussion, to review the progress that each child is making, to celebrate their successes, and to share any concerns that you or we may have. We feel that these meetings are an important part of our continuous communication between home and school, and look forward to your being able to attend.

In light of the current circumstances, and with the safety of the school community in mind, **we are adjusting the organisational arrangements as follows:**

- All parents/carers are requested to leave the school site with their children at the end of the school day on each of 5<sup>th</sup> and 6<sup>th</sup> October 2020, one adult only per child then to return a couple of minutes before their booked appointment times (see below for booking instructions).
- Please use the hand sanitizer which will be available en route to the classrooms.
- Appointments will, of necessity, run to time. Parents/carers should therefore be prepared to stick to their 10-minute appointment start/end times, and latecomers may be asked to re-arrange.
- Meetings will take place in the classrooms, and only the class teacher and one parent/carer will be inside the classroom at any one time. St Mary's health and safety protocol will apply. The next parent/carer is requested to please wait outside until the teacher calls them in, and to dress appropriately for the weather, as no internal waiting areas will be available.
- Meetings will be between the class teacher and one parent/carer only. On this occasion we are not inviting children to attend, and would therefore ask that you make any necessary childcare arrangements.
- Attending parents/carers are requested to wear face coverings throughout their meetings.
- Parents/carers should enter and exit the school site using the one-way systems which are in place for drop-off and pick-up times, and should make their way around the perimeter of the school on arrival, to the external door of their child's classroom.
- In the event that your child is absent from school due to a Coronavirus-related isolation on the day of your appointment, this meaning that family members will not be able to attend, a telephone appointment will be made for another day.

**We will once again be using an online booking system, instructions in relation to which you will find below.** The system will go live for all year-groups at the weekend: on the morning of Saturday 26<sup>th</sup> September 2020 for Year 3; on the afternoon of Saturday 26<sup>th</sup> September 2020 for Year 4; on the morning of Sunday 27<sup>th</sup> September 2020 for Year 5; and on the afternoon of Sunday 27<sup>th</sup> September 2020 for Year 6. (As previously, we have decided to stagger the access arrangements in response to parental feedback, so as to guard against system overload!) Bookings for each of the evenings will close at 9am on the relevant Consultation day. Please visit the following website (<https://elystmarys.parentseveningsystem.co.uk>) to book your appointment(s). If you do not have access to a computer, or experience any difficulty in making your booking, please contact the School Office once bookings have gone live, and Office staff will be happy to help you.

The time allocated for consultations is, regrettably, short. If you feel now, or at any time, that you require a longer conversation with your child's teacher, you need only contact the school for a convenient telephone appointment to be made.

Yours sincerely,

Mrs Rebecca Ireland-Curtis  
Headteacher

# Parents' Guide for Booking Appointments

Browse to <https://elystmarys.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 and we may use the phone number to contact you.

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

Date of birth – eg: 26/11/2005

### 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 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 the Continue button to proceed.

Dr J Lebon Class 8E L7	
	No Appointment
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. If you have more than one child at the school, repeat this for all the teachers you wish to see.

After you have finished booking all your 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. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

### Viewing/Editing/Printing Appointments

Home | **Appointments**

Print Appointments

Select Evening: Parents' Evening 24/01/2013

Your Appointments	
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Abinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

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.

