



Upper Beeding Primary School

School Road, Upper Beeding, BN44 3HY.

Tel: 01903 812288 Fax: 01903 816401

Email: office@upperbeeding.w-sussex.sch.uk

Website: <https://upper-beeding.eschools.co.uk/web>

Head Teacher: Mrs R Linford

Dear Parents / Carers

We will be using the on-line parents evening appointments system in conjunction with our website (VLE) as we did last year. This will reduce the amount of paper used and will also give you the opportunity to book your own appointments at a time convenient to you.



FREE APP AVAILABLE There is also a free app available which can be downloaded. When you go into your appstore, type 'eschools' and the app showing the eSchools logo will appear for you to download.

You will need your login for our website (VLE) and should receive an alert when the booking system is open. The booking system will open from **Monday 5th October**. Please ensure that you are able to use your login - if you have lost or forgotten your log in please let Mrs Gilliam in the Office know and we will get a password for you.

Please complete booking by **Monday 12th October** so that appointment invitations can be emailed out to you with links for the meetings. The meetings will be virtual face to face due to the current environment.

How to book using this system

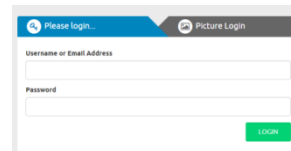
The good news is that it is very simple to use! Please follow these instructions to make your booking.

BOOKING VIA THE DESKTOP

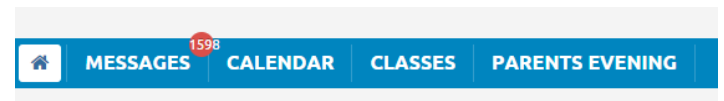
1) Go to the school website and click the login button which is located in the top right hand corner.



2) You will then type in your username and password.



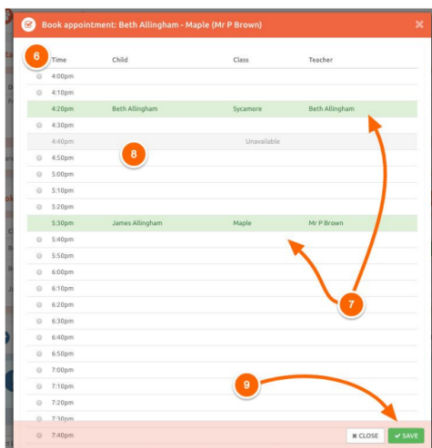
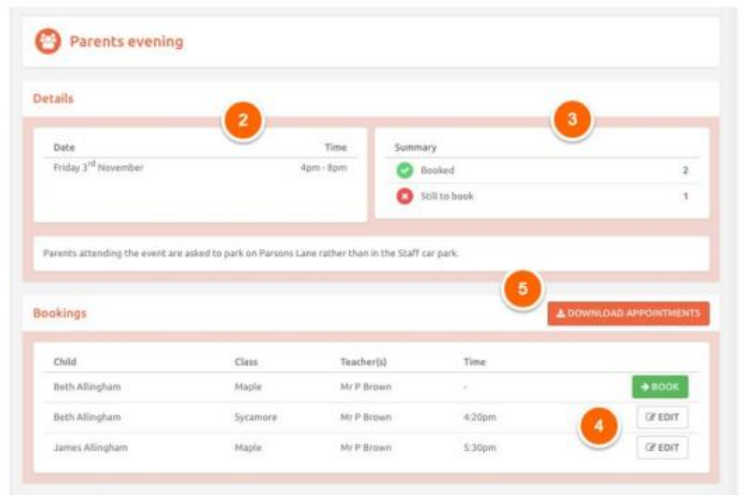
3) Along the address bar, you will see a blue tab 'Parents Evening'. Click on this tab



4) Once a Parents Evening has been created, it will appear on your screen within a pink box. Click on the title of the event (1) to continue.



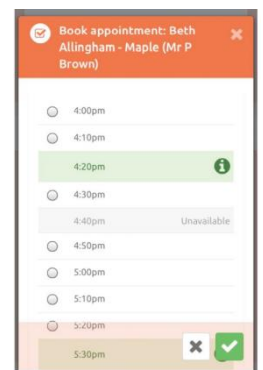
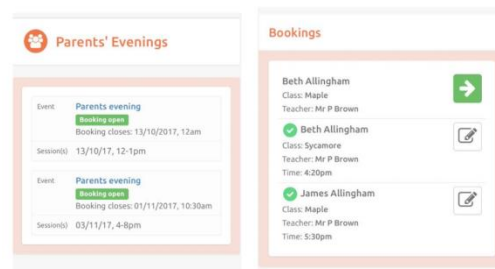
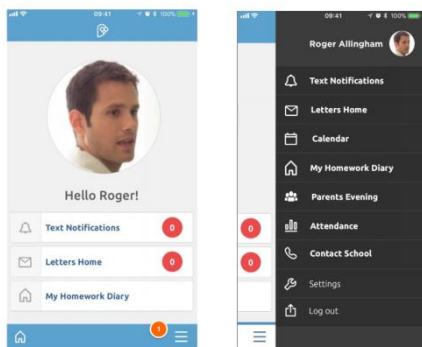
5) On the following screen, view details about the event (2). A summary of the bookings you have made for this event will appear on the right of the screen (3). Buttons on the right hand side of each child's name will give you the opportunity to book a new appointment or to edit an existing appointment (4). You can also download/print a list of your appointments (5).



6) Clicking on a 'Book' or 'Edit' button will display the available appointments for you to choose from. Available appointments are listed in white (6), selected the desired appointment slot by clicking on the circle next to it. Appointments that you have already booked will display in green (7), whereas appointments taken by other parents will display in grey (8). Ensure you click the 'Save' button at the bottom of this pop up window (9) to confirm your booking.

Booking via the App

Login to the app and tap the menu in the bottom right corner (1), then select Parents Evening from the list of functions. From there it works in exactly the same as the desktop version; select the event, then click on the green 'Book' button or the edit button on the right of each child's name.



ESchools has also produced a video which is available on YouTube which demonstrates, step by step, how to book your appointment. The link is - <https://academy.eschools.co.uk/users/parents/parents-evening-parents/>

What additional information can you access through the VLE?

Through accessing the VLE, you will also be able to see your child's class homepage. There is a variety of key information such as homework, spellings and details about your child's topic. You can also email your child's teacher. This is a valuable tool that we have within school which we would like to promote the use of.

Best regards
Mrs R Linford
Head Teacher

