

Seaford Primary School



Phone: 01323 893450

Headteacher: Chris Davey
Deputy Headteacher: Helen Crees

Wilkinson Way,
Seaford,
BN25 2JF

Email: office@seafordprimary.e-sussex.sch.uk



www.seafordprimary.e-sussex.sch.uk

4th November 2019

Dear Parents and Carers,

The first Parent Consultations of the academic year will take place on Thursday 14th (4.30-7.30pm) and Tuesday 19th (4-6pm) November when you will have the opportunity to discuss your child's progress and their targets for future learning. Miss Scott and Mr Taylor will not be able to attend the first consultation meeting on Thursday 14th November, they will both still be available on Tuesday 19th November. We have arranged an alternative day, Monday 25th November 4.30-7.30pm for Miss Scott and Mr Taylor only. Children are very welcome to attend the appointments with you on this occasion so that they may join in with the discussion on how to progress their learning. If you have anything to discuss which is not appropriate with your child present, please send an email or see the teacher on another occasion.

We will be holding the consultations in the hall as usual and a bell will be rung to signal the end of the 10 minute appointments. If you wish to speak to your child's teacher at greater length you are very welcome to make a separate appointment to meet with them at another time. Entrance to the school will be through the main front door.

Please book your appointment through our online booking system. We are very aware that some of you may not have internet access. If that is the case, then please put your written request for a consultation time to the school office as soon as possible. If you are having any difficulties booking a slot online, please email the office (office@seafordprimary.e-sussex.sch.uk) stating your preferred date and time and we will come back to you as soon as possible.

If you would like to make an appointment to see Mrs Sarah Boyle our Inclusion Manager, please do so through the office. Mrs Boyle will be holding the same 10 minute appointments in the hall.

The online booking will be switched on at 4.00pm on Tuesday 5th November 2019.

The dates and times available in 10 minute slots are:

Thursday 14th November 4.30pm until 7.30pm *(the 5.30 to 5.40 and 6.30 to 6.40 slots are not available)*

Tuesday 19th November 4.00pm until 6.00pm *(the 5.00 to 5.10 slot is not available).*

Monday 25th November 4.30pm until 7.30pm Miss Scott and Mr Taylor Only (the 5.30 and 6.30 slots are not available)



www.seafordprimary.co.uk



Below is a detailed set of instructions to help you access the site.

We look forward to seeing you all on the 14th, 19th or the 25th November.

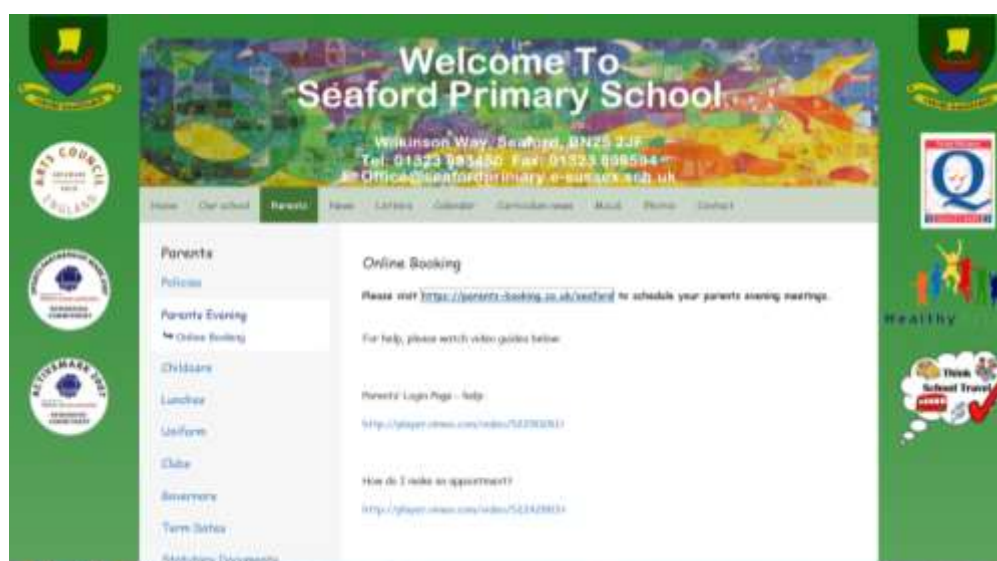
Yours sincerely

Chris Davey

Chris Davey
Headteacher

Guide to using the Parents' Evening Booking System

From the school website home page <http://www.seafordprimary.co.uk> - click on the Parents tab then click on Parents Evening, just below is the Online Booking tab which will display the Parents guide and link.



Then click on the Parents' Evening Booking link which will take you to the Parents' Evening Booking System login page



Here you must enter your details and those of the child whose Parents' Consultation it is. Please note that all details must match those held currently on the school database. The entry for the class must be correct i.e. as shown below:

RS, RSQ, 1BW, 1HT, 2R, 2HE, 3BP, 3T, 4R, 4L, 5C, 5M, 5G, 6L, 6CL, 6R

and your child's date of birth must be shown as dd/mm/yyyy (ie 25/12/2007). If you have difficulty booking an appointment under your name, please try your partner's name instead.

Making your appointments

Once logged in you will be able to see the Parents' Evening for that child.

Click on the link to open up the booking table for the event, i.e. 'November 2019' in this instance.

Click on the 'available' against the time you would like. (The system will ask you for any comments; these will be sent to the teacher prior to the meeting. You do not need to make a comment to complete a booking.) Then click 'Make Booking'.

Repeat the above two steps for all of the teachers that you wish to make appointments with.

Editing/Cancelling appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed.

As you make appointments these will appear at the top of the screen and are shown on the booking slots so that you do not double book yourself.

Printing Appointments

Your appointments can be printed out or emailed, to the email address that we have on record, by using the Print My Appointments or Email My Appointments buttons at the top of the page.

