



Emilia Wood 2R

**Eldwick Primary School**

Barnaby Road

Warren Lane

Gilstead

Bingley BD16 3LE

Tel: 01274 568361

Fax: 01274 511163

E-mail: [office@eldwick.bradford.sch.uk](mailto:office@eldwick.bradford.sch.uk)

25<sup>th</sup> October 2019

Dear Families

**Parent Evening Arrangements – Wednesday, 13<sup>th</sup> November and Thursday, 21<sup>st</sup> November**

The Autumn Term Parents' Evenings take place on Wednesday, 13<sup>th</sup> November and Thursday, 21<sup>st</sup> November from 4pm until 7pm. The appointment booking system will open **at 6.00am on Tuesday, 5<sup>th</sup> November and will close at 8.00am on Tuesday 12<sup>th</sup> November.**

To book an appointment please visit <https://eldwickprimary.parentseveningsystem.co.uk> (A short guide to the booking process is on the reverse of this letter.)

Due to the limitations of the system, you will need to log in with the first priority contact's information as shown here:-

Parent's Title -  
Parent's firstname -  
Parent's surname -  
Pupil's firstname -  
Pupil's surname -  
Registration group -

Please log in with the first priority contact's details. See printed letter.

You should book:

- Years 1 to 5: one appointment with your child's class teacher
- Year 6: one appointment with your child's English teacher and one appointment with your child's Maths teacher

On the evening, please come to the main school building. Where possible we would like Year 6 children to attend with their parents to hear the key messages.

We are presuming that the majority of families do have Internet access but if you don't, or are experiencing difficulty booking the appointment/s please contact the School Office from 8am on Tuesday, 4<sup>th</sup> November.

**Reports**

Reports will be sent home prior to the parents' evening along with a SchoolCal informing you when and giving further explanation.

Yours sincerely,

Mr D Lomas  
Headteacher

# Parents' Guide for Booking Appointments

Go to <https://eldwickprimary.parentseveningsystem.co.uk/>

## Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

## Step 2: Select Parents' Evening

Click on the **date you wish to book**.

## Step 3: Select Booking Mode

Choose **Automatic**: if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend.

Or, Choose **Manual**: if you'd rather choose the times to book with each teacher: Then press **Next**.

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

## Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells = you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished, at the top of page in alert box, press *click here*.

## Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*. To change your appointments, click on *Amend Bookings*.