



Summerfield School

Downley Avenue, Bradwell Common

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Headteacher Ian Fraser

08th October 2018

AUTUMN TERM PARENT CONSULTATION MEETINGS

We would very much like you to attend one of our Parent Consultation meeting either on **Tuesday 23rd October** or **Wednesday 24th October**. These meetings are a good opportunity for you to discuss with your child's teacher how well they have progressed since the start of the school year. We would also be interested to hear of any concerns that you may have or information you may feel is useful to enable us to meet your child's needs in school.

Please note that your child should attend this appointment with you, so they can join in the discussion. We will arrange for siblings to be supervised in the activity room.

An appointment system will be in operation via Parentmail from Tuesday 09th October, bookings close on Monday 22nd October. Attached is a 'How to Guide' to help you with using the new system. The office staff can help you should you have any issues.

Parentmail automatically allocates one ten minute booking per child. If you do require a separate meeting with the class teacher, please contact the school office.

HB	Teacher	Available 23 rd October	Available 24 th October
HB1	Joanne Newman	✓	✓
HB2	Emily Webb	✓	✓
HB3	Clare Koz Emma Barnstaple	3:30pm – 6:40pm 6:50pm – 7:30pm	✓
HB4	Nikki Mason	✓	✓
HB5	Joe Godwin	✓	✓
HB7	Sukaina Dattoo	✓	✓
HB8	Tanya Cronin Jude Watt	✓	✓
HB9	Dale Axtell	✓	✓
HB10	Luna Krish	✓	✓
HB11	Mary Scott	✓	✓
HB12	Kirsty Frost	✓	✓
HB13	Kelly King Kate Stuart	✓	✓
HB14	Laura Reynolds Kate Mott	✓	✓

We look forward to seeing you.

Yours faithfully,

Ian Fraser
Headteacher



We're working
towards Artsmark
Awarded by Arts
Council England



Parents Evening Manager

How do I book my parents' evening appointment online?

Once you have opened the invitation, you will be presented with the parents evening booking form. This will tell you further information about parents' evening – such as the date and timings. You will be able to book your appointment once it shows as 'Accepting Bookings'.

Once you have selected the date, please click 'View/Book Appointments', here you will be able to view the available appointments to book, with the times and the teacher available. To book an appointment, simply click on the slot in question, then click on the available time to book. If appointments are greyed out when you try to book this means they have already been allocated. An example is below:



8a - Ms Karon Times

View/Book Appointments

17:00 Available	Book
17:15 Available	Book
17:30 Unavailable	
17:45 Available	Book
18:00 Available	Book
18:15 Available	Book
18:30 Available	Book
18:45 Available	Book

What do I do if I book the wrong appointment?

If you have booked the appointment by mistake or need to cancel it, simply click on the slot in question and select 'Cancel'. You will now be able to book another slot.

What if my family requires two separate slots?

The system is set up to allocate one booking per child, if you do require an additional separate appointment please talk to the school office who will be happy to book this on your behalf.

If you have any difficulties please contact the school office, who will be on hand to help!