



Summerfield School

Downley Avenue, Bradwell Common

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Headteacher Ian Fraser

11th February 2019

SPRING TERM PARENT CONSULTATION MEETINGS

We would very much like you to attend one of our Parent Consultation meetings either on **Tuesday 05th March** or **Wednesday 06th March**. 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.

An appointment system will be in operation via Parentmail from lunchtime on Tuesday 12th February. Bookings close on Friday 01st March. 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 Tues 05 th March	Available Weds 06 th March
HB1	Joanne Newman	√	√
HB2	Emily Webb	√	√
HB3	Clare Koz Emma Barnstaple	√	√
HB4	Nikki Mason	√	√
HB5	Michael Felce	√	√
HB6	Mary Rolinson	√	√
HB7	Sukaina Datto	√	√
HB8	Tanya Cronin Jude Watt	√	√
HB9	Dale Axtell	√	√
HB10	Luna Krish	√	√
HB11	Mary Scott	√	5pm till 7:20pm
HB12	Kirsty Frost	√	√
HB13	Kelly King Kate Stuart	√	√
HB14	Laura Reynolds	√	√

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 Kation Times	
You are looking at your times list for May Parents Evening - Year 5 - 25/05/2016 - regarding James Brierley	
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!