



# Arnold Mill Primary School

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January 2023

Dear Parent/Carer

**February Parents' Evenings (if your child has Structured Conversations this round of Parents' Evening appointments are not applicable)**

We are inviting parents to book a ten-minute Parents' Evening appointment with the Class Teacher on either Tuesday 7<sup>th</sup> or Wednesday 8<sup>th</sup> February between 3.40pm and 6.00pm. We will arrange separate dates for children in 1c once Mrs Appleyard returns.

During the meeting you will have an opportunity to talk about your child's progress, achievements, and attitude to learning so far during this academic year. You will also have chance to have a quick look at some of their work.

- Please ensure that you arrive on time at the outside doors to the classroom and wait to be greeted by the teacher.
- There will be no clubs running at all for the whole week apart from Boccia After School Club which will run on Wednesday 8<sup>th</sup> February. All other clubs will resume w/c 27<sup>th</sup> February.
- If you book an appointment and then are unable to make it, please follow the original booking link to reschedule your appointment (and free up the slot for someone else).

To book please click on the following link:

[Link to Parents' Evening Booking Form](#)

When you click on the link, this page should be visible:

If necessary, click on the > to skip forward to February 2023 and then select either Tuesday 7<sup>th</sup> or Wednesday 8<sup>th</sup> to see the remaining slots available.

**IMPORTANT:** Click on the drop-down menu and scroll down to find the relevant class teacher.

(if you leave this as 'anyone' the booking programme will automatically select any teacher that has availability at the time/date you select, this is unlikely to be the Class Teacher you need to book with)

The screenshot shows a calendar for February 2023 with the 7th highlighted. To the right, a dropdown menu titled 'Select staff (optional)' is open, showing 'Anyone' as the selected option. Below it, a list of staff members is visible: '1a - Mrs Lloyd/Mrs Lowth', '1b - Mr Phillips', '2a - Mrs Keeton/Mrs French', and '2b - Mr Booth', each with an 'Available' status. An arrow points from the text 'Click on the drop-down menu and scroll down to find the relevant class teacher.' to the dropdown menu.

Click on the date you would like to book your Parents' Evening Appointment

Click on the time you would like to book your Parents' Evening Appointment (only those times still available will show).

The screenshot shows a calendar for February 2023 with the 7th highlighted. To the right, a dropdown menu titled 'Select staff (optional)' is open, showing '1b - Mr Phillips' as the selected option. Below it, a list of times is visible: '15:40', '15:50', '16:00', '16:10', '16:20', '16:40', '16:50', '17:00', '17:10', '17:20', '17:30', '17:40', and '17:50'. An arrow points from the text 'Click on the time you would like to book your Parents' Evening Appointment (only those times still available will show).' to the '16:20' time slot.

Please type **YOUR CHILD'S NAME AND CLASS** here

The screenshot shows the 'Add your details' section with fields for 'Name' and 'Email'. Below it, the 'Provide additional information' section contains two dropdown menus: 'Important: Where it states 'Name' under 'Add your details' above, please enter your child's name and class and not your own name' and 'IMPORTANT: To ensure you get an appointment with the right teacher - please ensure you have chosen the relevant class from the 'Select staff' drop-down menu at the top and it doesn't say 'Anyone''. Below these is a text field for 'Name of person/people attending the appointment' and a 'Book' button. An arrow points from the text 'Please type the name of the person/people attending the appointment here' to the 'Name of person/people attending the appointment' field.

Once you have completed all the above steps and are happy that the details are correct, please book by clicking on the book button

If you are unable to attend on the above dates it may be possible to arrange an alternative date/time, please contact your child's teacher direct.

Yours sincerely

J Oldfield  
Head Teacher