



LADYBRIDGE PRIMARY SCHOOL

Broadford Road, Deane, Bolton, BL3 4NB

(for sat nav/directions, use post-code BL3 4NX)

Tel: 01204 333646

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Headteacher: Mr. C. Watson M.Sc.

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March 2021

Dear Parent/Carer

Parents' Meetings (By Telephone) - Wednesday 31 March and/or Thursday 1 April 2021

I am writing to invite you to your child's Parents' Meeting which, this year, due to Covid, will take place by telephone on Wednesday 31st March and/or Thursday 1st April.

Under normal circumstances, the purpose of parents' meetings would be for your child's class teacher to share how well your child has settled, to share things that are going really well and also discuss things that your child might need to improve upon. There would also normally be the opportunity for you to ask any questions about your child's learning and also raise any concerns you may have.

However, this time, the primary aim of the upcoming phone calls will be for teachers to enquire about your child's learning-at-home experience during lockdown, and discuss what sort of support you feel your child now needs. Unfortunately, it won't be possible to discuss progress or attainment as there is very little new information available.

The online appointment booking system will open to parent/carers on Friday 19 March at 6.00pm, and will close on Monday 29 March at 12 noon. The online system allows you to choose your 5 minute telephone appointment slot, for which you will receive an automated confirmation email. Should you wish to make any changes to your chosen appointments after the booking system has closed, please contact the school office. Once you have booked your appointment, the teacher will then be notified to phone you at your chosen date and time. Please ensure that you have provided school with your current contact number.

Please note, all appointments have been scheduled for 5 minutes and it is very important that teachers conclude appointments promptly in order to ensure that all parent/carers are spoken to on time. As always, if you feel you need a longer discussion with the teacher, please feel free to request an additional appointment at a separate time.

Please visit <https://ladybridgeprimary.parentseveningsystem.co.uk> to book your appointments. You will be prompted to log in by providing the information detailed at 'Step 1: Log In' on the guide overleaf.

If you do not have access to the internet, please contact a member of the school office team who will be able to add appointments on your behalf.

Yours faithfully

Colin Watson
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://ladybridgeprimary.parentseveningsystem.co.uk/>

Your Details

Title: Mrs First Name: Rachael Surname: Abbott

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Log In

Fill out your details on the page then click the *Log In* button (your details will have to match EXACTLY the information held on the school system, otherwise, it will not recognise your details).

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March [Open for bookings](#)

Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue

Ben Abbott

☒ Mr J Brown SENCO

☒ Mrs A Wheeler Class 11A

[Continue to Book Appointments](#)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr B Monamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).

Mr J Brown SENCO (A2) Ben

Miss B Patel Class 10E (H3) Andrew

Mrs A Wheeler Class 11A (L1) Ben

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[Accept](#)

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where 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 alternative time.

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 booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

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