



# Prior's Mill C.E. Primary School

Clifton Avenue, Billingham, TS22 5BX

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29<sup>th</sup> September 2017

Dear Parents/Carers,

## Parent Consultation Evenings - Online Appointment Booking

I would like to invite you to attend our Parent Consultation Evenings on Wednesday 11<sup>th</sup> October and Wednesday 18<sup>th</sup> October 2017. The consultation meeting will enable you to meet with your child's class teacher and share any concerns/issues that you may have; the teacher will provide you with a progress update for your child and share with you your child's targets for the coming term and a projected target for the remainder of the academic year. There will also be an opportunity to view your child's books.

The school continues to use an online appointment booking system. This allows you to choose your own appointment time with the class teacher, you will receive an email confirming your appointment.

Appointments for children in Reception – Year 5 can be made online from 8am Monday 2<sup>nd</sup> October and the booking system will close at 6pm on Friday 6<sup>th</sup> October 2017. Should you wish to make any changes after this date please contact the school office.

As pupils in Year 6 have recently had Progress Reviews (where many parents came along) there will be an option to 'drop in' on the same two evenings to view your child's books. There will be no formal consultations for Year 6 pupils unless requested.

For parents of children in Nursery, an informal drop in session is available on Wednesday 11<sup>th</sup> October and Wednesday 18<sup>th</sup> October 2017 from 3.10pm until 6pm.

Please visit <https://priorsmillce.parenteveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

You will need the following information when you login to the system:

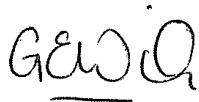
Student's First Name (Please use your child's "preferred" forename that matches our records  
(no abbreviations).

Student's Surname

Student's Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'G E Wild', with a horizontal line underneath the letters.

**Mrs G E Wild**  
**Head Teacher**

# Parents' Guide for Booking Appointments

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



## Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

### Your Details

|   |   |                                    |
|---|---|------------------------------------|
| Title   | First Name  | Surname                            |
| Mr <input type="text" value="Mr"/>                | <input type="text" value="John"/>                 | <input type="text" value="Smith"/> |
| Email Address                                     | Confirm Email Address                             |                                    |
| <input type="text" value="john.smith@gmail.com"/> | <input type="text" value="john.smith@gmail.com"/> |                                    |

### Child's Details

|                                    |                                    |   |
|------------------------------------|------------------------------------|---|
| First Name                         | Surname                            | DoB dd/mm/yyyy                          |
| <input type="text" value="Sarah"/> | <input type="text" value="Smith"/> | <input type="text" value="26/11/2005"/> |

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

## Select a parents' evening to add appointments:



### Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30



Continue

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

## Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

### Ben

Mr M Lubbock - Class 9A

### Claire

Mr T Smith - Class H

### James

Mrs E Paton - Class G

## Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the "Continue to book Appointments" button to proceed.

|       | Dr J Lebon<br>Class 8E<br>L7<br>No Appointment |
|-------|--|
| 16:00 | <a href="#">Book</a>                           |
| 16:05 | <a href="#">Book</a>                           |
| 16:10 | <a href="#">Book</a>                           |
| 16:15 | Busy   |
| 16:20 | <a href="#">Book</a>                           |
| 16:25 | <a href="#">Book</a>                           |
| 16:30 | Busy   |
| 16:35 | <a href="#">Book</a>                           |
| 16:40 | <a href="#">Book</a>                           |

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

Please see over

**All Finished!**  
Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

**What's Next?**  
[View/Print Appointments](#)   [Send Feedback](#)   [Logout](#)

## Step 5: Finished

After you have finished booking all your appointments, click on the “View/Print/Appointments to print out your appointment dates/times.

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents’ evening.

| Time  | Teacher - Subject               |
|-------|---------------------------------|
| 16:00 |                                 |
| 16:05 |                                 |
| 16:10 |                                 |
| 16:15 |                                 |
| 16:20 | Mr A Pinkney - Geography (H5)   |
| 16:25 |                                 |
| 16:30 | Mr J Atkinson - English (E5)    |
| 16:35 |                                 |
| 16:40 | Mr A Gray - French (L2)         |
| 16:45 |                                 |
| 16:50 | Mr K Jacobs - History (H6)      |
| 16:55 |                                 |
| 17:00 | Mrs L Vernon - Mathematics (M4) |
| 17:05 |                                 |
| 17:10 |                                 |
| 17:15 |                                 |
| 17:20 |                                 |
| 17:25 |                                 |

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the “Appointments” tab.

You can change your appointments by clicking on “Add/Edit/Delete Appointments”. There is a link at the bottom of the confirmation email which logs you back into the system.