

1<sup>st</sup> February 2023

Dear Parents/Carers,

**Re: Spring Parents' Evenings**

- Nursery, Reception and Years 1 to 6 – Tuesday 21<sup>st</sup> February and Thursday 23<sup>rd</sup> February after school
- Nursery extra sessions - Thursday 23<sup>rd</sup> morning
- Woodlands ARP Elm and Birch - Tuesday 21<sup>st</sup> February and Thursday 23<sup>rd</sup> February after school

We are delighted to be holding parents' evening IN PERSON; the meetings will last 10 minutes (Woodlands ARP 20 minutes). Some classes will meet the teacher in their classroom and some in our halls.

Nursery, Reception, Damson Class, Year 3 and Year 1	In the classroom
Juniper, Chestnut, Elm and Birch	In the Victoria Hall
Year 4, 5 and 6	In the Elizabeth Jubilee Hall

**It is our expectation that all parents attend a meeting with the teacher on one of these days.** If you do not book an appointment the teacher will allocate you one. In the past we have experienced parents booking appointments but not turning up and not speaking to the teacher to explain why they did not attend. Some parents just do not make an appointment – this is very sad for the children who are proud for you to hear about their work. In order for your child to meet their full potential we need to work in partnership therefore it is vital that you attend. Teachers will inform you of the level that your child is working at, mid way through this year and their targets for the second half of the year.

You are welcome to bring your child with you to the meeting. No child should be left outside unattended and children cannot play in the climbing frame.

We are using '**parent evening**' to book electronically, you will receive an invite by text or you can go to:  
[https://gb15.behaviourwatch.co.uk/public/gb/parents\\_evening/login.html?url\\_code=xxxxxxxxxxxxx](https://gb15.behaviourwatch.co.uk/public/gb/parents_evening/login.html?url_code=xxxxxxxxxxxxx)

This is not a video meeting, it is in person and you will not need to log in on the night: please just use the system to book an appointment. Instructions of how to book are on the next page, we are not using school cloud anymore.

If you need help to make an appointment or need a translator then please let us know.

The teachers are looking forward to meeting and talking to you about your child.

Yours faithfully,  
**Karen Kondo**  
**Headteacher**

## HOW TO BOOK

### **Booking your appointments for Parents Evening Tuesday 21<sup>st</sup> February and Thursday 23<sup>rd</sup> February after school**

We will send a link to your mobile phone or email address which will take you to our online booking system to select a time convenient for you. Or go here:

[https://gb15.behaviourwatch.co.uk/public/gb/parents\\_evening/login.html?url\\_code=xxxxxxxxxxx](https://gb15.behaviourwatch.co.uk/public/gb/parents_evening/login.html?url_code=xxxxxxxxxxx)

Please follow these simple steps to book your slot:

1. Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
2. Enter your child's first name to continue. If you have more than one child, any of their first names will work. **Please don't use shortened names, only their legal names will work.** Please leave time in-between appointments to travel to the next class/hall if you have more than one child.
3. Next you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
4. Click 'Please Choose' to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
5. After you have entered any notes, please click 'Book this Slot' to complete your booking. When the button has turned green you know your booking has been made.
6. At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green booked button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Please note we expect **all** parents/carers to attend this important meetup, if you do not book online you will be given an appointment – a member of the school leadership may contact you if you do not attend.