



# Lavant

## C.E. Primary School

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5<sup>th</sup> October 2023

Dear Parents/Guardians

## BOOKING SYSTEM FOR PARENT CONSULTATIONS

Parent consultation evenings this term will be on Tuesday 17<sup>th</sup> October and Wednesday 18<sup>th</sup> October from 3.30pm - 6.00pm. This will be an opportunity for you to meet your child's teacher to discuss how your child has settled in to the new academic year and how they are getting on with their learning.

To book your appointment, please use our e-Schools online booking service that gives you flexibility and control over your appointment time.

Each consultation will last up to 10 minutes. Please note that if you have more than one child not to book consecutive appointments as this will enable you to move between classrooms. We would ask that if you have anything you wish to discuss in greater detail to make an appointment for another time.

To help your child's teacher prepare for your meeting please take some time to note down your child's attitude to learning at school and record any particular issues that you would like to discuss at parents evening. Please give honest and balanced views – this should make the meetings even more helpful. Please complete both boxes and return to school by **Friday 13<sup>th</sup> October.**

### How to Book an Appointment

- you will need the username and password. If you do not know/remember your details, the username will be your first name – dot – your surname, i.e. joe.bloggs. You can then go to the login and click 'I've forgotten my password'
- visit our school website [www.lavant.w-sussex.co.uk](http://www.lavant.w-sussex.co.uk)
- on the top right of the screen, click the login button
- enter your username and password
- this next screen is your parent screen, which you can login to at any time. You will see your child's attendance and if you have more than one child, there is a drop down box above the attendance data for you to switch between children
- at the top of the page, go to the 'Parent Evening' tab

- from 6:00pm Sunday 8<sup>th</sup> October, there will be a yellow box showing the dates of the parent consultation evenings. Click on 'View Event Bookings' at the bottom right of this box
- your child/ren's names are on the next screen
- click on your child's name and 'Book/View'
- select a booking date and time with that child's class teacher. You can switch between Tuesday 17<sup>th</sup> October and Wednesday 18<sup>th</sup> October by clicking the tab at the top. You will only be able to make one booking
- if times are shaded out then they have already been booked
- press 'Save' to confirm
- if you have another child, then you will need to repeat the process by clicking on their name (please note as above – if you have more than one child please do not book consecutive times to enable you to move between classrooms).
- appointments can be cancelled or changed by clicking back on the child
- please remember that all parents will have access to the system from 6:00pm on Sunday 8<sup>th</sup> October and appointments will be allocated on a first-come, first-served basis
- the system does work slightly quicker if you use Google Chrome
- if you are unable to attend on either of these days or your preferred time slot is already taken, then please contact your child's class teacher to arrange another time

**The booking window will open at 6:00pm on Sunday 8<sup>th</sup> October  
and close at 12.00pm on Thursday 12<sup>th</sup> October 2023**

Yours sincerely



Adrian King