

6th February 2020

Dear Mums, Dads and Carers,

Spring Term 2020 Parent Consultation Evenings

We are delighted to invite you and your child to our Spring Term Parent Consultation Evenings. Following on from our continued success with this system, appointments are made **using our online booking system**. The timings for all classes are as follows:-

- Tuesday 10th March 2020 3.30 – 5.30pm
- Thursday 12th March 2020 4.30 – 7.30 pm

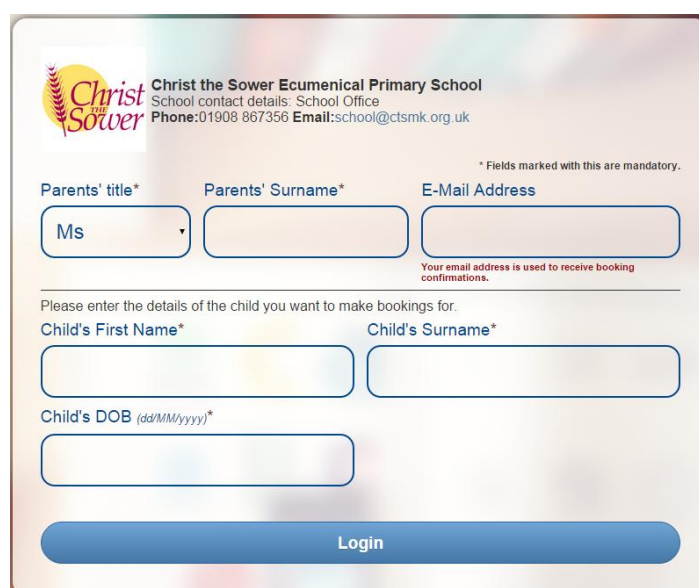
Please be aware the booking system will close:-

For Tuesday 10th March 2020 sessions – parents can book online upto 4.15 pm on Monday 9th March

For Thursday 12th March 2020 sessions – parents can book online upto 4.15 pm on Wednesday 11th March

For appointments after these deadlines, please see the class teacher directly.

From the school website home page <http://www.ctsmk.org.uk>, go to the **Parents** tab, **Parents Evening Bookings** and click on the link or access directly at www.parents-booking.co.uk/christthesower which will take you to the Parents' Evening Booking System login page. Further details including short help videos can also be found in this area on our website.



Christ the Sower Ecumenical Primary School
School contact details: School Office
Phone:01908 867356 Email:school@ctsmk.org.uk

* Fields marked with this are mandatory.

Parents' title* Parents' Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB (dd/MM/yyyy)*

Login

Executive Headteacher Mrs Lorraine Quirk

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

school@ctsmk.org.uk www.ctsmk.org.uk

Here you enter your details and those of the child whose parents' meeting it is. Please note that all details must match those held currently on the school database. **The child's full first name must be entered.** The date of birth must be in the format DD/MM/YYYY.

Troubleshooting Tips - Read before Booking!

- The child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- The email address you enter is only to get a confirmation of your appointment. If the system is saying it does not recognise you, it will not be the email address that is the problem as the system does not hold your email address; try the tips above.
- Don't forget to scroll down past the first evening to the other evenings if a suitable time is not available on the first evening.

Making your appointments

Once logged in you will be able to see the Parents' Evening for that child. Click on the **March 2020 Parents Evening** link to take you to the appointment screen, choose the Class teacher option and then the teachers name.

Scroll down to view the time slots available for the evening. Times that are shown in red are unavailable or already booked. Click on the available time slot you would like. (The system will ask you for any comments; these will be sent to the teacher prior to the meeting. You do not need to make a comment to complete a booking.) Then click 'Make Booking'.

Sibling Appointments

Click on the **Change child** tab, where all sibling names will be shown. **Click on** the child you wish to make the next appointment for, click on the **March 2020 parents evening** link and you will be taken to the appointment screen for that child's teacher. **Scroll down** to view appointments as before.

March Parents Evening 2017 01/03/2017 Search :

Class Teacher

Previous 1 Next

Miss C Brown DAISY	Miss E Underwood Barley	Miss F Matizanadzo Mustard	Mr D Marshall Teasel
-----------------------	----------------------------	-------------------------------	-------------------------

Previous 1 2 3 4 Next

03.30 PM	Available	(Click to reserve)
03.40 PM	Available	(Click to reserve)
03.50 PM	Available	(Click to reserve)
04.00 PM	Available	(Click to reserve)
04.10 PM	Available	(Click to reserve)
04.20 PM	Available	(Click to reserve)
04.30 PM	Available	(Click to reserve)
04.40 PM	Available	(Click to reserve)
04.50 PM	Available	(Click to reserve)
05.00 PM	Available	(Click to reserve)
05.10 PM	Available	(Click to reserve)

SENCO Appointments

If you have any concerns about your child's SEN needs, Mrs Martin will be available during the evenings. Please call the CtS office prior to your appointment if you wish to meet with her

Executive Headteacher Mrs Lorraine Quirk

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

school@ctsmk.org.uk www.ctsmk.org.uk

Editing/Cancelling appointments

You can click on your booked appointments at any time and edit the comments or delete the bookings if needed. As you make appointments these will appear at the right hand side of the screen and are shown on the booking slots so that you do not double book yourself.

Printing Appointments

Your appointments can be printed out or emailed to the email address that we have on record, by using the **Print Your Bookings** or **Email Your Bookings** buttons at the right hand side of the page.

On-line Access

If you have difficulties accessing the internet, please come into reception where the office staff will be able to assist you.

Each appointment is 10 minutes long and there is *no free time* between appointments so you may consider it prudent not to make consecutive appointments.

Finally log out using the link at the very top of the page.

Yours sincerely,



Christine Smith (Mrs)
School Business Manager

Executive Headteacher Mrs Lorraine Quirk

Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ T: 01908-867356 F: 01908-867165

school@ctsmk.org.uk www.ctsmk.org.uk