'Ensuring Excellence'

12th November 2019

Dear Parents,

Online Booking for Parents Evening

Tuesday 26th November 5.30pm - 8.00 pm and Wednesday 27th November 3.30pm - 6.00 pm

As you have been made aware through our newsletter articles, we now use our E-Schools platform to book times for parents evening.

The time slots will be the same as in previous years the only difference being you will get the opportunity to choose the time slot that is most convenient to you.

For parents with SEN children Miss Lewis will be available on Tuesday evening to discuss your child's progress.

To book a time slot:
1) Log into eSchools with your username and password provided by the school.
2) From the blue navigation bar, select 'Parents Evening'.
3) You should now see the parent's evening event. Please click the blue 'View event bookings' button.
4) You'll now be presented with a page which lists all your children. To book an appointment for your child, click on their name and then 'book/view'.
5) Select which appointment you'd like to book and click 'Save'.
6) You can then also download a list of your appointments by clicking the 'Generate report' button at the top.

There is also a video tutorial online at: https://youtu.be/OVZhIS-dKyU

As time is limited we ask that parents book only one appointment per child. If this causes any problems, then please discuss this with your child's class teacher.

The booking window will open on Tuesday 12th November at 5.00pm. Please ensure you book a slot for each of your children in school. If you have any problems then speak to the office who will assist you.

Hopefully this will enable a smooth system for booking parents evening and will allow you greater choice over the time you are able to select.

Yours sincerely,

Mrs M Cross
Executive Headteacher

COMMUNITY ACADEMIES TRUST

SCHOOLS AWARD
GOLD STANDARD

Let's help every child
thrive

Healthy Schools

Heart Beat Award 2014
North Warwickshire Borough Council

Zoë's Place
Chosen Charity