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**Headteacher: Mr Martin Fallon**

Dear Parents and Carers,

**Parent Consultation Evening – 18<sup>th</sup> and 19<sup>th</sup> October**

We are holding our consultation evenings in a few weeks. For some of you this will be the first opportunity to formally meet your child's teacher and discuss the progress they have made during this first half term.

We have decided to trial an online booking system to allow parents to select and make the booking for themselves, rather than wait for the teacher to do it on their behalf. The system is organised through the ParentMail App. If you do not have the app you can download it from the Apple or Play stores. In order to make a booking please see the reverse of this letter for detailed instructions. You will receive notification that the page is live and from that point you can book.

**What do I do if it will not work?**

Phone the office, they will make the appointment for you.

**What do I do if my child requires two appointments?**

The system will only allow for one appointment per child from a parental login (we don't know why!) If you require a second appointment, please phone the office and they can do this on your behalf.

**When can I book my appointment?**

The system will go live on Wednesday. This gives everybody a chance to download the app, should you wish the office to make the appointment for you they will from the day it goes live.

**Why are we doing it?**

I hope it will make the appointment system easier. It should save the staff time and give you greater control of the times. Having said all of that; we are trialling this system, if it does not work we will go back to our old way!

**What do I do if I cannot attend?**

I believe parent consultations to be essential from both the parent and teacher perspectives. If you are not able to come and see us on either of those nights, please call into the office and they will make another appointment for you at a mutually convenient time.

Kind Regards

Martin Fallon

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## Parents Evening Manager

### How do I book my parents' evening appointment online?

If your school are using the Parents' Evening Manager Application, you will be able to book Parents' Evening online through your ParentMail Account or through the free ParentMail App. If you have received an invitation to book parents' evening, it will appear as a notification in your feed.

[View Parents Evening List](#)



Firestone Academy

ParentMail Account ID: 12345

You have been invited to 'May Parents Evening - Year 5' - Regarding James Brierley

Once you have opened the invitation, you will be presented with the parents' evening booking form. This will tell you further information about parents' evening – such as the location, the dates and the "session status". You will not be able to book your parents' evening appointment unless the status shows as "Accepting Bookings".

If you are able to book Parents' Evening now, select the date you would like to book. Depending on your school, there may be one available date, or several. You will be able to see this by using the drop down box.

Once you have selected the date, please click 'View/Book Appointments'; here you will be able to view the available appointments to book, with the times and teacher available. To book an appointment, simply click on the slot in question, then click on an available time to book.

8a - Ms Kation Times

You are looking at your times list for 'May Parents Evening - Year 5' - 25/05/2016 - regarding James Brierley

17:00 Available	<a href="#">Book</a>
17:15 Available	<a href="#">Book</a>
17:30 Unavailable	
17:45 Available	<a href="#">Book</a>
18:00 Available	<a href="#">Book</a>
18:15 Available	<a href="#">Book</a>
18:30 Available	<a href="#">Book</a>
18:45 Available	<a href="#">Book</a>

If the school have enabled this functionality, you will be able to add a note for the teacher by clicking on a booked time slot then clicking 'Add Note'.

[Permalink](#)

### What do I do if I book the wrong appointment?