



ST MARY'S C.E. PRIMARY SCHOOL

In Partnership with St Helen's Primary School



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South Gloucestershire,
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Executive Headteacher: Mrs J Simpson
Headteacher: Mrs Bethan Scriven
Deputy Headteacher: Mrs Natalie Lane
Date: Monday 16th October 2023

Dear Parents/carers,

Parents' Evenings – 7th & 8th November 2023

On Tuesday 7th and Wednesday 8th November we will be holding parents evenings which will be open to all of our families. This year after feedback from parents we are pleased to announce that both evenings will be in school face to face with your child's teacher.

Parents' Evenings will be held on:

Tuesday 7th November 3:30pm – 5:30pm
Wednesday 8th November 3:30pm – 7:00pm

In order to book a 10 minute appointment with your child's teacher, you will need to book online at the website address: <https://stmarysyate.parentseveningsystem.co.uk>, please find the instructions on how to log in at the end of the letter. The booking system will go live at 6.30pm today (Mon 16th October) and bookings must be made by Midnight on Tuesday 31st October 2023.

If you have siblings in school please aim to leave space between appointments with each teacher, as a guide we recommend at least 20 minutes apart. This will just help us to keep everyone to time.

Please do get in touch with the school office with any questions,

Yours sincerely

Bethan Scriven
Head of School

How to book a parents evening appointment.

Open your internet browser and go to:

<https://stmarysyate.parentseveningsystem.co.uk>

You will see the following screen:

'Your Details' must be those of the parent whose email we use as our contact.

You and your child's details are those that we hold on our School Information Management System and will have to match exactly in order to identify you. Please note it is the child's preferred name that is used if different from their legal name.

- Enter your details and (one of) your child's details and click the Login and Continue button.
- Select the evening you wish to attend by clicking on it
- It will ask you to choose a booking method "**Automatic**" or "**Manual**", automatic will select an available time for you, manual allows you to choose the time you require. Select the option you would like and click on "**Next**"
- If you chose automatic you will be asked to choose the earliest & latest availability and tick the teacher(s) you wish to book an appointment(s) with and click on "Generate Appointment". You will then be given an appointment time.
- If you chose manual, you are given the options of which teacher(s) you wish to book an appointment with then click on "**Continue to book appointments**"
- Choose the appointment time you would like by clicking on the "+" "**Book**"
- A text box will appear informing you of the appointment time and asking you if you have a message for the teacher please only use this box if you want a telephone meeting stating this and the phone number you wish to be contacted on
- Click on save and the following message will appear, "Finished – Appointments saved. Your appointments have been saved and an email will be sent confirming your appointments"
- Click the "sign out" button and an email will be sent to you confirm your booking/s.