



Pyrford Church of England Primary School

2 November 2018

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Good morning and welcome back after half term. Time is flying by with lots going on both in and out of school.

You should have all received information this week and before the holidays reminding you to book a parent's meeting appointment for next week. Please help make our job easier and get booking before we have to chase you. If you are having any difficulties at all, please contact the school office asap and we will be pleased to help you. Appointments for pupils with SEND have also been offered in addition to the class teacher appointments. Entrance for meetings will be via the rear doors (where Year 2 and 3 enter). Peatmore gates will be locked and you will need to enter via the Coldharbour Road entrance.

This week the Church of the Good Shepherd hosted their Light Fantastic event at the school. It was very well attended and it was great to see all the costumes children (and some adults) were wearing. A great time seemed to be had by all. Over this term there are many events where the school and the church will be working closely together and we are blessed to have such strong relationships in the community.

A little plea: on my return to school this week, I was greeted by a number of carrier bags with rotting food and a large selection of flies! We would appreciate you sending your child's packed lunch in a named lunch box. Not only do the boxes help the environment, which we teach the children about all the time, but they also encourage children to bring them home, rather than the countless carrier bags which just get left at school with rotting food in. Your help with this would be greatly appreciated. Not only did we return to flies but a rather unpleasant smell seems to have hit our front entrance. We have had this investigated by various companies and people and have still not come to any conclusion - so please bear with us whilst we carry out further investigations.

This week the PTA met to discuss upcoming fundraising events and spending for 2018/19. Our first big event this half term will be the Christmas Fayre on 1st December - please keep an eye out for the list of activities to support this event in the newsletter. The PTA have a list of activities/treats for each year group planned this year which they will be funding. In addition to this, we are looking to raise funds to replace our swimming pool changing rooms in the next 18 months. We have received final planning with all conditions met for our music classroom which we are now going full steam ahead with for installation in the Spring term. We were also fortunate enough this week to receive a grant which we applied for, towards musical instruments to go in the building. We are thrilled to get this project up and running and with so many grants being given.

You will no doubt be aware that this week the Chancellor announced a bonus payment for schools. The statement alleges that we will be getting in the region of £10,000 for the 'little extras'. Whilst this news is welcomed by the education sector, what we really need to see is an increase to ongoing core funding that addresses the cost of teachers and support staff. We need to close the funding gap left by the 8% real term cuts over the last five years that schools are unable to meet. The education sector is still suffering immensely from the teacher recruitment crisis. Still I shall draft my shopping list in anticipation of the funding!

Lastly, as the weather has turned colder, can I please ask that you send in children's winter PE kits. PE continues in all weathers and it is important that children are warm in the winter months. We have a large stock of tracksuit tops and bottoms available in our second hand uniform stock for £1 per item should you need to purchase any.

As it is bonfire weekend this coming weekend, may I wish you a safe time. Enjoy the festivities!

Best wishes.

Kathryn Krynicki
Headteacher

Congratulations to our Golden Book winners

Squirrels - Ben Grimshaw for developing his independence skills.

Hazel - Dexter Don Carolis for being an enthusiastic learner!

Beech - Charlie Sherlock for trying really hard with his writing.

Chestnut - Hope Madzingira for brilliant reading.

Oak - Freya O'Brien for great effort with her reading. Well done!

Cedar - Kacey Crittenden for working really well with her talk partner.

Hawthorn - Amber Vickery for working hard in Maths.

Elm - Marianne Richardson for a super poem about Pompeii.

Maple - Henry Hope for excellent work in Maths including problem solving.

Birch - Thomas Atkins for working hard on his presentation in all subjects.

Alder - Zara Patel for excellent effort and descriptive writing in English.

Larch - Dashiell Oliver-Watts for showing a secure understanding of addition and subtraction when problem solving.

Cherry - Jessica Clothier for fantastic effort and detailed work in Science.

Willow - Sofia Kolby Southerland for excellent use of front adverbials in SPaG.

Sycamore - Freya Eastman for her positive learning attitude - she always gives 100% in all she does.

Laurel - Humaira Khan for a positive attitude to learning across all subjects.

Holly - Claudia Shaw for her positive learning attitude in everything.

As parents will have the opportunity to view their child's work at Parents' Evenings next week, there will be no Welcome Wednesday on the 7th.

Dear Parents

Marking

When you come in for next week's parents' meetings, you may notice that there is a change in marking in your child's books.

There has been much research from the Department for Education and organisations such as the Education Endowment Foundation which shows that meaningful feedback that improves pupils' work does not have to be written. Feedback is an essential element of teaching but too often written feedback can be ineffective.

At Pyrford we always strive to provide the best education for your child and the focus in everything we do is on the benefit it will bring to your child's learning. For this reason we are making changes to the way we mark your child's work. They will continue to receive feedback that is meaningful, manageable and motivating but this will take a different form and will not be as visible in their books. Teachers provide time in class to address common mistakes and misconceptions, praise good examples of work and allow pupils to edit and redraft their work. This will enable your child to develop valuable skills of independent learning and self-correction, which will help them as they continue through education.

We are confident that the changes to the way your child receives feedback will be beneficial to all.


Mrs Little & Mrs Lines

SCHOOL DATES FOR 2018—2019 ACADEMIC YEAR


| Description | Date | Time |
|---|--------------------------|--------------------------|
| Autumn Parents Meetings | Tue 6 November | 15:30 - 17:30 |
| Yr 6 to WWI Workshop at Guildford Cathedral | Wed 7 November | |
| Autumn Parents Meetings | Thu 8 November | 15:30 - 19:30 |
| Scholastic Book Fair | Tue 13 November | 15:00 - 16:00 |
| Yr 6 to Marwell Zoo | Wed 14 November | |
| Scholastic Book Fair | Wed 14 November | 15:00 - 16:00 |
| SEN Consultation Meetings | Wed 14 November | 15:30 - 17:30 |
| PTA AGM | Wed 14 November | 19:45 |
| Presentation & Tour for Prospective Parents | Thu 15 November | 10:00 & 14:00 & 19:00 |
| Mufti Day for Christmas Fayre donations* | Fri 16 November | |
| Photographer for Individual Photos | Wed & Thu 21 & 22 Nov | |
| Bring a Gift Day for Secret Santa donations* | Wed 28 November | |
| African Children's Choir Concert at CoGS | Wed 28 November | 19:00 - 20:30 |
| KSI Jam Jars to School* | Thu 29 November | |
| Christmas Fayre | Sat 1 December | |
| Bag2School collection | Mon 3 December | |
| 'Robin Hood' Panto for whole school | Tue 4 December | |
| Yr 4 class to Guildford Museum | Wed 5 December | |
| Yr 4 class to Guildford Museum | Thu 6 December | |
| Yr 4 class to Guildford Museum | Fri 7 December | |
| PTA Parents' Christmas Party | Fri 7 December | |
| Christmas Tree Sale - CHANGE OF DATE | Sun 9 December | |
| Yr R Christmas Production | Tue 11 December | 09:30 |
| KSI Christmas Production | Tue 11 December | 14:00 |
| KSI Christmas Production | Wed 12 December | 09:30 |
| Christmas Lunch & Christmas Jumper Day | Fri 14 December | |
| KS2 Christmas Carols at CoGS | Mon 17 December | evening |
| KS2 Christmas Carols at CoGS | Tue 18 December | afternoon |
| Junior Christmas Disco | Tue 18 December | 18:30-20:00 |
| School Christmas Service at CoGS | Wed 19 December | 09:30 |
| Last Day of Autumn Term | Wed 19 December | finish at 13:30 |
| Christmas Holidays | 20 December to 2 January | |
| INSET Day | Thu 3 January | |
| INSET Day | Fri 4 January | |
| First Day of Spring Term | Mon 7 January | |
| Primary Admissions deadline | Tue 15 January | |
| Yr 3 class to Pizza Express | Wed 16 January | |
| Yr 3 class to Pizza Express | Thu 17 January | |
| Yr 4 to Synagogue | Thu 31 January | |
| o2 Young Voices Concert | Fri 1 February | |
| Yr 6 Bikeability | Mon 4 - Fri 8 February | |
| PTA Quiz Night | Fri 8 February | |
| Spring Half term | 18 - 22 February | |
| Yr 6 Greek workshop | Thu 28 February | |
| Yr 1 to Windsor Castle | Tue 5 March | |
| Yr 2 to Brooklands Museum | Thu 14 March | |

* Further details will follow



| Description | Date | Time |
|--|-------------------------|-----------------|
| Yr 4 Residential to Hindleap | Mon 1 - Wed 3 April | |
| School Easter Service at CoGS | Fri 5 April | 09:30 |
| Last Day of Spring Term | Fri 5 April | finish at 13:30 |
| Easter Holidays | 8 - 22 April | |
| First Day of Summer Term | Tue 23 April | |
| Yr 5 Viking workshop | Mon 29 April | |
| Reception to British Wildlife Centre | Wed 1 May | |
| May Bank Holiday | Mon 6 May | |
| Yr 3 Residential to Henley Fort | Tue 7 - Wed 8 May | |
| SATs Week | 13 - 17 May | |
| Yr 5 Residential to West Dean | Tue 14 - Fri 17 May | |
| Summer Half term | 27 - 31 May | |
| INSET Day | Mon 3 June | |
| Yr 2 to The Look Out Discovery Centre | Tue 11 June | |
| Yr 3 class to Henley Fort | Wed 12 June | |
| Yr 3 class to Henley Fort | Thu 13 June | |
| Yr 6 Residential to Liddington Hall | Mon 17 - Fri 21 June | |
| Yr 1 to Chessington | Tue 18 June | |
| Yr 4 to Wisley | Wed 19 June | |
| Yr 6 Leavers' Service at Guildford Cathedral | Thu 27 June | |
| Secondary School Induction Days | Tue 2 and/or Wed 3 July | |
| Yr 2 Pedals Course | Thu 4 July | |
| PTA Family BBQ | Fri 12 July | |
| Leavers' Service at CoGS | Wed 24 July | 09:30 |
| Last Day of Summer Term | Wed 24 July | finish at 13:30 |




Week commencing: 05/11/18



In assembly this week,
we are thinking about
Diwali
and the symbolism of
light in Hinduism

PRAYER CLUB
Thursdays, 3:15 - 3:50 pm
in Maple Class



Prayer Club is for all children and parents are welcome.

Including special prayers for the children and staff - this time for Year 3.

Thank you to everyone who donated for the Sports Mufti Day before half term. We raised £418.50!

We are currently selling items in aid of the Poppy Appeal. The suggested donations are:

Rubber wrist bands £2


Bracelets £2

Snap rulers £1

Reflectors £1

Pencils 50p

Pencil sharpeners 50p

costumes

If you have any dressing-up costumes that your children have outgrown, then Anita Reynell would be pleased to hear from you, as she is running a Stall at this year's Shepherd's Market (Church of the Good Shepherd, 10th November) in aid of the Church's charities, selling good quality Fancy Dress. Please contact her directly on 07989 839091 / AReynell@aol.com or leave donations at the back of the Church, by the letter rack; clearly labelled "Anita Reynell - Dressing-Up".

SCHOLASTIC

Come to our

Book Fair

and earn **FREE BOOKS** for our school!*

NEW **NEW** **NEW** **NEW** **NEW** **NEW**

Exclusive edition

Hundreds of the best books to choose from!

Tuesday 13th & Wednesday 14th November

The best **NEW** books at pocket-money prices!

WIN AN IPAD, A HUGE BOOK BUNDLE AND MORE!

visit www.bookfairs.scholastic.co.uk/happymoney or www.bookfairs.scholastic.co.uk/happymoney to enter

Books will be sold after school on Tuesday and Wednesday from the ground floor corridor - access via the rear doors only



**Pyrford & Byfleet SureStart
Childrens Centre**

Dear Parents

Many of you have seen the BBC South East News this week which featured Surrey's proposal to close the majority of Children's Centres. Unfortunately, this does include our Children's Centre here at Pyrford & Byfleet.

On Tuesday, Surrey County Council opened their Family Resilience, Phase One - Children's Centres consultation which is a public consultation. This will close on 4th January 2019.

We really need your support by giving your view about the proposal to close the Pyrford & Byfleet Children's Centre. The Children's Centre provides a variety of support to hundreds of families and is at the heart of our community. You may have used some but not all of our services which include; Play & Learn sessions (including child development & parenting support), breastfeeding support, baby groups & post-natal courses, parenting support & courses, baby weighing clinics, outreach support in the home, FoodBank vouchers and benefits/employment advice.

The proposal is to keep two centres in Woking which will be in Sheerwater and Sythwood. We really need to tell Surrey why it is vitally important that a Children's Centre remains here in Pyrford and Byfleet villages.

Please complete the online questionnaire at www.surreycc.gov.uk/consultations to give your view. The more views the better! Let's work together to save this valuable resource.

If you require any assistance with filling out the questionnaire please do not hesitate to ask either in one of the sessions or ring the Children's Centre on 01932 339055.

Kind regards.

Clare Gane, Children's Centre Manager, Pyrford & Byfleet Children's Centre

CHRISTMAS FAYRE

2018

CALLING ALL HOMEOWNERS!

Seymour's Estate Agents in West Byfleet are sponsoring this year's Christmas Fayre.

They have kindly offered to provide and erect special boards advertising our fayre to help raise the profile of the event.

Would you be willing to have a board erected outside your property for the build up to the Christmas fayre?

If the answer is yes, please contact Jenny Watkins on 07742 079818 or send your address to Jcarussia@hotmail.com by Monday 5th Nov. Many thanks

CHRISTMAS FAYRE

2018

Christmas Fayre
Saturday 1st December 11am – 2pm

The Raffle & Silent Auction

1st Prize: Sony Portable Bluetooth Speaker

2nd Prize: 4 Tickets to Cinderella @ Yvonne Arnaud

3rd Prize: Luxury Hamper

Tickets have been distributed to classes this week

The Raffle Race will be held again, with bigger & better prizes for the class the more the sell

If you or someone you know can donate a prize for the Raffle or the Silent Auction, please get in touch with Nikki Wakeling:
nhwakeling@icloud.com



Santa is coming to the Christmas Fayre!

Pyrford C of E Primary School

Saturday 1st December 2018

11am - 2pm

Visit Santa in his grotto. Write him a letter and post it in his special post box. Receive a quality gift and reindeer food for Rudolph.

Book your place by completing this form with your preferred time of visit, along with payment of £5.50 per child, (Cheques should be made payable to FPPS). Return it to the Friends box in the school reception by **Friday 16th November** at the latest.

PLEASE NOTE THERE IS NO PHOTOGRAPHER,
SO PARENTS SHOULD BRING THEIR OWN CAMERA



Places are limited and visiting times will be allocated on a first come, first served basis.

Dear Father Christmas, please can I visit you in your Grotto?

| Child's Name | Age | Girl/Boy | Class/Sibling's class |
|------------------------|-----|----------|-----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Parent's email address | | | |

Number of tickets @ £5.50 _____

Total enclosed £ _____

Please number the boxes below in order of preferred time and let Santa's elves know if you are covering a slot on a class stall. The elves will do their best to accommodate you:

| 11.00 - 11.30am | 11.30 - 12.00pm | 12.00 - 12.30pm | 12.30 - 1.00pm | 1.00 - 1.30pm | 1.30 - 2.00pm |
|-----------------|-----------------|-----------------|----------------|---------------|---------------|
| | | | | | |

I'm covering _____ class stall from (time) _____ to _____

A message from the Pyrford Primary PTA...

Please think of us when you start your Christmas shopping this year!



Friends of Pyrford
Primary School

Easy Fundraising is a great way to raise money for the PTA while you shop online, and the beauty of it is that it won't cost you a penny.



Some schools have raised in excess of £8000 just by doing their normal online shopping, and with Christmas on the way it's a great time to sign up and encourage friends and family to do the same.

This is how it works: you can either access a retailers website via the EasyFundraising website, add their donation reminder button to your browser, or use the EasyFundraising app. The retailer will automatically make a donation based on a percentage of what you spend. E.g. The Book People will donate up to 5% of your spend, John Lewis will donate up to 2%, Virgin Experience Days will donate up to 6% and Boden will donate up to 4%.

Simply...



1. Join

Head to EasyFundraising.com and sign up to support our cause.



2. Shop

Log in to easyfundraising every time you shop online.



3. Raise

After you've made your purchase, the retailer will make a donation to us.

easyfundraising.org.uk/causes/friendsofpyrfordps

Thank You!

 amazon.co.uk

 John Lewis
johnlewis.com

 ebay

 TESCO

 Sainsbury's

 YOUR M&S

 Argos

We are taking part in the **CAULIFLOWER CARDS** Christmas Card Project raising money for our School!

MUGS Great multi-coloured snuffbox design

Professionally printed products created from your child's own design!

Packs of 12 High Quality CARDS

Perfect for presents!

Choose your greeting

Gift LABELS

ARTWORK MUST BE RETURNED TO SCHOOL BY:


5th Nov 2018

CAULIFLOWER GROUP LTD. WWW.CAULIFLOWERCARDS.CO.UK
0800 043 2273 | OFFICE@CAULIFLOWERGROU.CO.UK

WOKING SWIMMING CLUB

Affiliated to: ASA, ASASER, SURREY COUNTY ASA

www.wokingsc.co.uk



New Members' Trials

for children born between
October 2009 and October 2012
who are interested in competitive swimming

to be held on

Friday 16th November 2018

at

Woking Pool in the Park

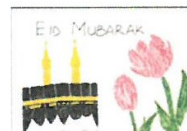
2012 born are expected to be able to swim basic front crawl and backstroke.

2009 must be able to swim good front crawl, backstroke and breaststroke.

To request a time slot please contact Jane by emailing

wokingsc.newmembers@gmail.com

DESIGN YOUR OWN CELEBRATION CARDS & MUGS



Why not get your child / children to create a design for your Christmas or an alternative Celebration Card(s) e.g. Eid, Diwali

Cards are then professionally printed with their design and, **new for this year you can also order Mugs** with the same design. Your child's name will be printed on the back of cards and next to the handle on mugs as the designer

The Cost to You and The Fundraiser

| | Cost to You | Money Raised for School |
|---------------------------|-------------|-------------------------|
| First Pack of 12 Cards | £5.50 | £1.00 |
| Additional Packs of Cards | £4.50 | £1.00 |
| Gift Labels | £2.50 | £0.50 |
| Mugs | £6.00 | £1.50 |

DEADLINE IS MONDAY 5TH

GET BUSY THIS WEEKEND!

Order Forms were sent home earlier this week so let's get designing, **it's a great activity for half term**
All completed artwork / Order Forms will need to be **returned to class / the school** along with payment by **Friday 2nd November**, and the cards will be delivered at the beginning of December.
Remember - Everything you order raises money for our school



The



Parish Office, Church of the Good Shepherd
Coldharbour Road, Pyrford, Woking, Surrey, GU22 8SP
admin@wisleywithpyrford.org 01932 346345

with

PYRFORD C OF E PRIMARY SCHOOL

Dear Parents and Children,

We are welcoming The **AFRICANCHILDREN'SCHOIR™** on **Wednesday 28th November 7pm** at The Church of the Good Shepherd, Pyrford, to give a performance as part of their JUST AS I AM HYMNS TOUR. See africanchildrenschoir.org.uk for more details.

In the finale of this concert, local choirs are invited to join in and we want to offer this opportunity to pupils from Pyrford Primary School to make up a choir for this event. **We will have two rehearsals (Monday 19th and 26th Nov. 3:15pm to 4pm) at Pyrford Primary school which MUST be attended.** Then on the night itself, children are to arrive at the church **5:15pm** in school uniform with a packed tea (*or eat before*). The concert will begin at 7pm and be finished by 8:30pm.

The tour is enabled through the sale of tickets and a collection at each concert for the work of "Music for life". Tickets are available from the Parish Office, £4 per child, £7 per adult and £20 per family ticket and via the reply slip below. We hope that you might want to come as a family and see the concert, but if you would just like your child to take part if you could purchase a child ticket for them we would be most grateful.

If your child would like to take part **please do fill in the slip below and return in to the School Office by Monday 12th November.** Tickets ordered here will be delivered to you through the school book bags.

Many thanks, God Bless

Mrs Suzanne Lees-Smith
Children and Families Minister
Parish of Wisley with Pyrford

Mrs Mary Gill
Music Co-ordinator
Pyrford CofE Primary School

Reply Slip for African Children's Choir Concert Participation and Tickets

I give permission for (child's name) _____ (class) _____

To take part in the concert **Wednesday 28th November 2018**, at the Church of the Good Shepherd, Pyrford between **5:15pm to 8:30pm**.

To take part in the rehearsals at Pyrford Primary School in **Cherry Class** on **Monday 19th November and Monday 26th November** between **3:15pm and 4pm**.

I would like to order _____ child tickets (£4) _____ adult tickets (£7) _____ family tickets (£20)

I enclose _____ cash*/cheque* made payable to "Music for Life"

*please delete as applicable

Parent/Carer Signature: _____

Date: _____

Contact Number and Email: _____

I would be happy to help supervise children on the night from 5:15pm to 7pm if needed YES* / NO*

Cub Scout Leader vacancy - Pyrford



Can you help inspire adventure?

Scouting is all about having fun, making friends, learning new skills and the adventure of trying exciting outdoor activities!

Cub Scouts is for boys and girls aged 8 to 10.5 years. We meet weekly on a Wednesday from 6.30pm to 8pm at The Arbor in Pyrford. We take part in a wide range of activities including games, crafts, visits and camps, along with plenty of outdoor activities. If you have children of Beaver, Cub or Scout age then they can be placed at the top of our waiting list if you enjoy your first term with us.

What are we looking for?

You don't need to know anything about scouting to get involved - but you do need enthusiasm and a willingness to get involved. We provide an induction, lots of ongoing support and training which can result in external recognition.

The benefits of volunteering with Scouting

Gain skills We have an award-winning training scheme for our volunteers so you get as much from it as our amazing young people, including practical skills like first aid.

Boost your CV Employers love to see the commitment of volunteers, and through Scouts you can get vital experience in areas like management, administration and activities.

Change lives There's no better feeling than making a difference to communities and transforming the lives of young people.

Interested in this role? Email Lynne Broadhead at lynne_broadhead@hotmail.co.uk

**One Night
To be inspired
To laugh as never before**

**Parenting Truths
To hold onto, no matter
how old your children**

**Tuesday 6th November '18
7:30pm to 10pm**

At the Church of the Good Shepherd, Pyrford GU22 8SP

ON THE NIGHT

- Refreshments will be provided ~ wine, beer, soft drinks, nibbles.
- There will be short inspirational videos by Doug Fields interspersed with time for discussion, reflection.
- Come along on your own, or with others for a fantastic night out.
- Covering 10 Top Tips for parents in a memorable way:
 - Strong Belief and 24/7 Modelling
 - Encouraging Words and Genuine Affection
 - Consistent Presence and Peaceful Home
 - Delicate Discipline and Activate Responsibility
 - Positive Memories and Serious Fun

Parents' Guide for Booking Appointments

Browse to <https://pyrfordprimary.parentseveningsystem.co.uk/>



Your Details

| | | |
|-------|------------|---------|
| Title | First Name | Surname |
| Mrs | Rachael | Abbot |

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

| | | |
|------------|---------|---------------|
| First Name | Surname | Date Of Birth |
| Ben | Abbot | 20 July 2000 |

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ **Mr J Brown**
SENCO

☒ **Mrs A Wheeler**
Class 11A

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben | English | E6 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Monamara | Andrew | French | L4 |

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

16:30

16:40

16:50

17:00

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

Page 11 Parents Evening
Appointment Bookings - 16th March 2020

Print

| Teacher | Student | Subject | Room |
|---------------|---------|-------------|------|
| Mr J Brown | Ben | English | E6 |
| Mrs D Mumford | Ben | Mathematics | M2 |
| Dr R Monamara | Andrew | French | L4 |

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.