



**Headlands Community Primary School**

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Monday 5<sup>th</sup> February 2024

### **Parents Evening Spring Term 2024**

Dear Parents/Carers,

We would like to invite you to a **face to face** appointment to discuss your child's attainment and progress, and highlight areas which we can work on together.

You are able to book a **ten minute** appointment using our online booking system. In order for this to work effectively, we all need to stick to times. If after the ten minute time slot, you still have additional questions, these will need to be emailed to the school office for the class teacher to address at a different time.

For children in Year 1-6 writing and maths books will be placed outside the classroom. If you wish to view the books, please arrive five minutes beforehand. At your designated appointment time, please take your child's books into the classroom and hand them over to the teacher. As work is continuously shared on Seesaw in EYFS and due to the practical nature of the setting, there will be no books to view, so please arrive at your appointment time.

For EYFS appointments please enter and exit through the EYFS door from the KS1 playground. Key Stage 1 parents are asked to enter and exit via the KS1 playground entrance and Key Stage 2 parents may enter and exit through the main school entrance. To avoid congestion in our narrow corridors, we would politely request that you wait outside the school building until your allotted time.

#### **Our Spring Term Parents Evenings are as follows:**

- **Wednesday 21<sup>st</sup> February 2024**
- **Tuesday 27<sup>th</sup> February 2024**
- **Thursday 29<sup>th</sup> February 2024**

All appointments are booked using our online booking system. This week an email will be sent to the **primary contact for each child** asking you to click on the link and log into the system using your account details used for the Autumn Parents evening. For those new to school, an email with details of an account will be sent. The parent evening booking system will be closed 9.00am on Monday 19<sup>th</sup> February 2024.

The teacher leading each session will be named. For example for Year 56 Green Mrs Long will undertake 27.02.2024 and 29.02.2024, and Mr Unsworth will undertake 21.02.2024.

Please follow the instructions to select a **ten minute appointment**. If you have any problems, please make an appointment with the school office and they will help you with this process.

**Please may you allow at least 15 minutes between sibling appointments as this will help us keep to timings.**

Best wishes,  
Ruth Ellis

#### **FAQ for Booking Parents Evening Appointments**

Please read the following carefully as it is important that the primary contact has logged in and created an account before booking the parents evening appointments.

#### **Q. How to reserve appointments.**

You need to make a reservation through the secure portal.

To access the portal, click on the link in the email *or* go on our website in Parents / Parents Evening Bookings section. You need to create a password. Your 'User name' will be your email address.

Instructions of how to log in and make a booking are on the website  
<https://www.headlandsprimary.org.uk/parents-evening-info>

**Q. Who can book parents' evening?**

The booking can be made by the Registered Primary contact, only.

All emails registered within school have an automatically created account to the portal and will be able to see parents evening but not to make a booking.

**Q. I missed the emails with link for the parent's evening- what shall I do?**

We can't resend the parents evening invitation link. To make a booking you must log in on the secure portal, see the details above.

Please also check in your **junk/spam folder** and ensure that you have added  
[support.jw@junipereducation.org](mailto:support.jw@junipereducation.org) to your safe senders list.

**Q. I missed the email with the link for the secure portal- what shall I do?**

Please log in the portal on the website and create a password using, 'Forgot password' tab OR request a reset password from school office.

Please note, only parents registered as the Primary contact can book a slot.

**Q. I haven't received a confirmation email for my booking- what shall I do?**

The booking system doesn't send confirmation emails. Your slots are saved and available to view under 'My Bookings' in the secure portal.