



Stamford Green Primary School



2 November 2016

Dear Parents/Carers,

Parents' Evening – Autumn 2016

I am writing to invite you to one of the parent consultation evenings where you will have the opportunity to meet your child's teacher(s) for ten minutes and discuss your child's progress in all areas of the curriculum. Consultations with the teachers will take place in the hall. This then means that you are very welcome to arrive early or stay after your appointment to look at your child's books in their classroom. Access to the hall will be through the East and West Gates. The West Gate will close at 6.30pm for entrance but you will be able to exit this way until 7.00pm. If you arrive via the West Gate please follow the path to the left of the school through the East Gate and in through the front door of the school.

The consultation evenings will take place this term on:

- Thursday 17 November 2016 – 3.30pm – 6.30pm
- Monday 21 November 2016 – 3.30pm – 6.30pm

You will be able to book appointments using PEBS (Parents' Evening Booking System) before the event and the system will be open from Thursday 3 November at 7.00pm. Bookings will close the day before the parents' evening and the system works on a first come, first served basis.

To log onto the system you will need all of the following information:

Parental First Name; Parental Surname; Pupil DOB; Pupil First Name; Pupil Surname and Pupil Class.

Please use the PEBS button on the school website www.stamford-green.surrey.sch.uk to access bookings. I have included a step-by-step guide below for full instructions for how to book an appointment with your child's class teacher.

Other information

Throughout the evenings both myself, Miss Swann and Mrs Dray will be available to answer any questions you may have.

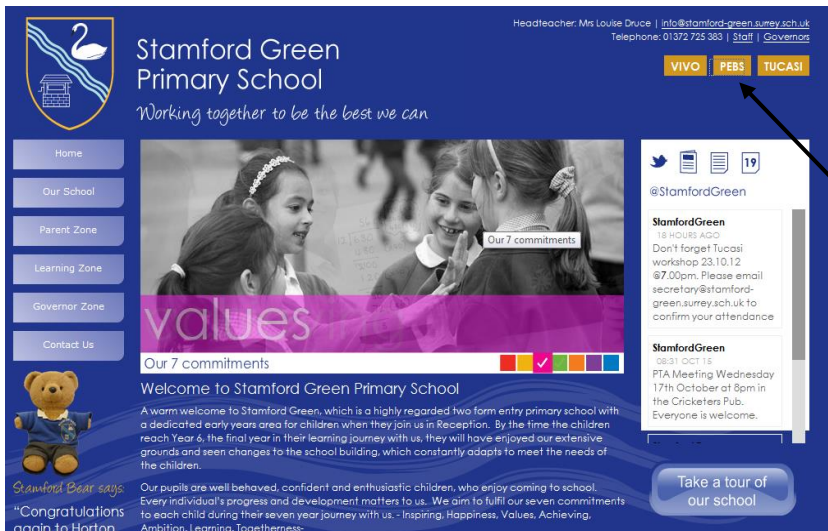
Please note that any 'internal' clubs which are run by teachers **will take** place during both weeks where Parents' Evening is due to happen. Sunset and 'external' clubs e.g. Street Dance, Chelsea Football, Cookery Club, Thimble Snippets etc. will go ahead as usual too.

Should you need any assistance please contact Mrs Wheatley or Mrs Thorpe in the School Office on 01372 725383 or email info@stamford-green.surrey.sch.uk

Kind regards,

Mrs L Druce
Headteacher

Step-by-step guide to using Parents' Evening Booking System



Click on the PEBS button on the home page of the school website or you can enter the website address:

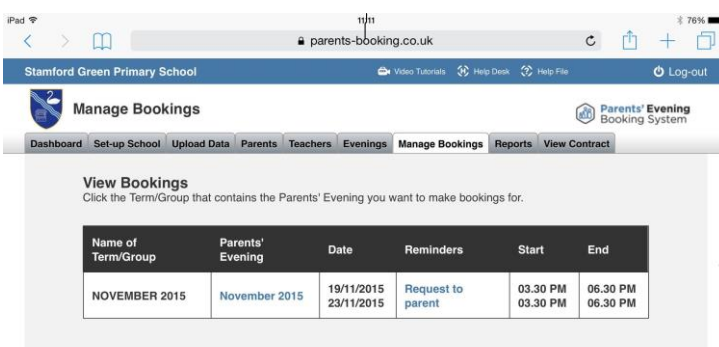
<https://parents-booking.co.uk/stamfordgreen>

To login to PEBS, you will need:

- Parental First Name
- Parental Surname
- Email Address
- Child's First Name
- Child's Surname
- Child's DOB (DD/MM/YYYY)
- Child's class (e.g. 4B)

Please note you will need all of the above information, otherwise you will not be able to log in.

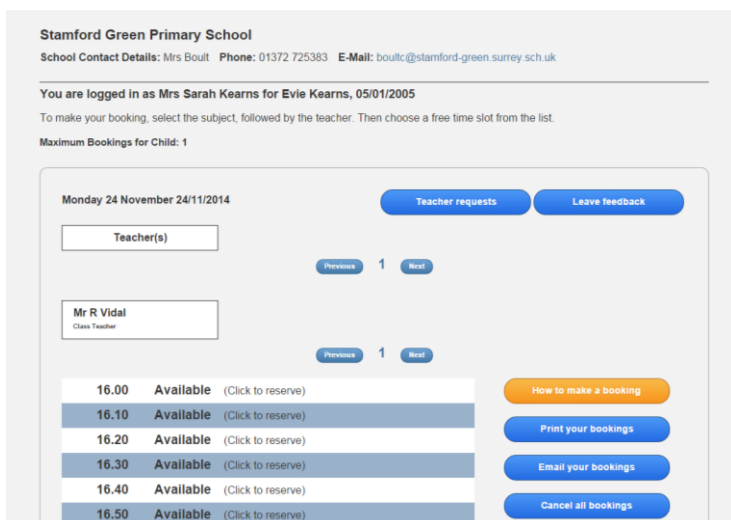
Once you have logged in with the information above, please click 'Make Individual Booking'.

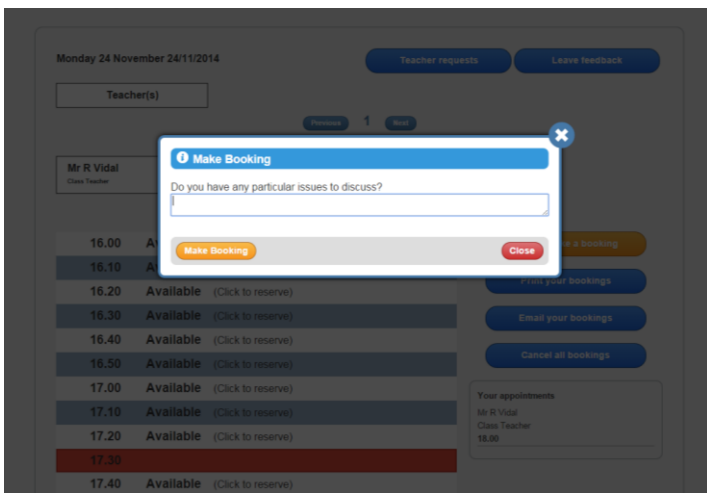


The first parents' evening date and times will be displayed at the top of the screen. Please scroll down to see the times for the second parents' evening date.

Time slots that are available will be grey or white and will be marked 'available'.

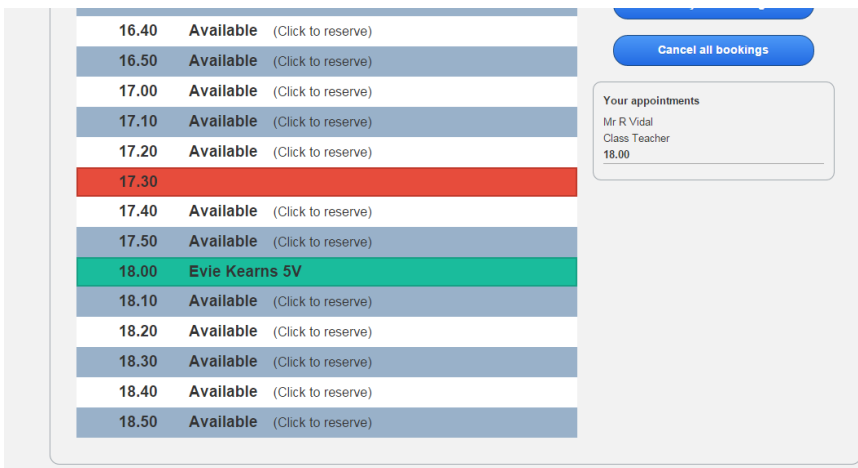
Slots that are already booked will be red and you will be unable to book this time.



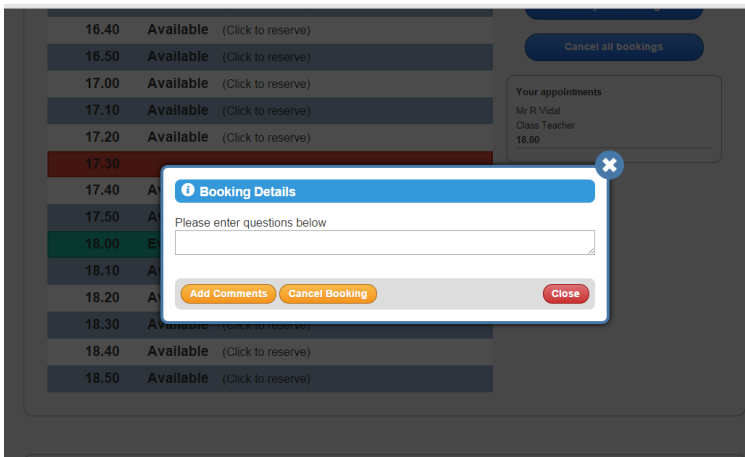


Once you have selected an available appointment of your choice, click on the time and a window will appear asking if there are any particular issues you wish to discuss. If required add any information in here that you would like the teacher to see before the meeting.

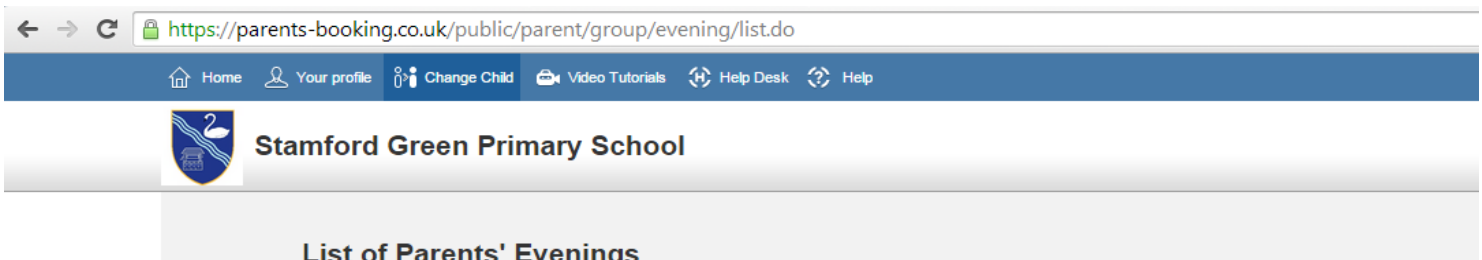
Click the 'make booking' tab.



Your appointment will now be made and will appear green with your child's name and class. (Your child's name will not be visible to other parents when they log in to make an appointment – your appointment time will appear red – unavailable to book.)



If you want to change your appointment time or add in a comment for the teacher, please click on your green appointment time and a window will appear where you have the option to either add a comment or cancel booking.



If you would like to make an appointment for another child, please select the '**change child**' button at the top of the page. A list of your children's names will appear. Please click on the name of the child you wish to make a new booking for.

When booking appointments for your other child/ren, appointments you have already booked will appear yellow. You will not be able to book consecutive appointments, and if you try to, a warning message will appear.

When you have made your appointment, you will be able to print or email your appointment times by clicking on the tabs next to the list of appointments.

When you have finished making your appointments click log off at the top of the screen. If you need to amend an appointment at a later date, you can log back into the system and make any amendments necessary up until PEBS closes.

Please contact Mrs Wheatley or Mrs Thorpe in the office (01372 725383) to make your bookings if you do not have access to the internet.