

30 June 2023

Dear Parents/Carers,

Parent/Carer and Teacher Consultations – Tuesday 11 July and Thursday 13 July 2023

I am writing to invite you to a Parent/Carer and Teacher Consultation (PCTC), 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 and the Studio. 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 and the Studio 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 6.45pm. 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.

Teachers based in the hall	Teachers based in the studio
 YN, Y1, Y2 For Nursery, books and folders will be in the Secret Corner, next to 1P. Y4, Y5 	 YR, Y3, For RP, books will be in RM

Please can we remind Parents/Carers not to bring their children to school for the duration of the event. With over 700 pupils in the school we do not have anyone to supervise them or the space to accommodate children who are waiting whilst their Parents/Carers meet their teacher. We would encourage parents to help each other out with reciprocal arrangements for child care.

You will be able to book appointments using PEBS (Parents' Evening Booking System) before the event and the system will be open from **Monday 3 July at 11.00am**. We are only able to offer one appointment per child. Bookings will close the day before the first consultation date 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 <u>www.stamford-green.surrey.sch.uk</u> 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 so please feel free to stop and chat.

Please note that Ms Webb (4W) is unavailable on Thursday 13.7.23 due to an induction day at her new school. Therefore, you will see some other booking options when you log into PEBS.

Any 'External Clubs' will take place as usual.

Should you need any assistance with booking an appointment please contact Mrs English via the office.

Kind regards,

Mrs L Druce Headteacher

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

Scopay Parents Booking Marents Booking Mare	Click on the Parents Booking button at the bottom of the home page of the school website or you can enter the website address: <u>https://parents-booking.co.uk/stamford-green</u>
Parents Booking Parents/Carers Login Here: First Name Chrer Student Details Here: First Name Surname Date of Birth* Register Class Login	To login to PEBS, you will need: Parental First Names Parental Surname Email Address Child's First Name Child's Surname Child's DOB (DD/MM/YYYY) Child's Class (e.g. 6B) Please note, you will need all of the above information, otherwise you will not be able to login.

Parent-Teacher Meetings					Once you have logged in with the information above
Name of Group	Parents' Evening	Date	Start	End	please click 'Make/Edit my
Parent/Carer and Teacher Consultation Autumn 2022	Parent/Carer and Teacher Consultation Autumn 2022 Amount Autumn 2022 Amount Autumn 2022 Amount Autumn 2022 Amount Autumn 2022 Amount Automation Amount Amo	03/11/2022	15:30	18:30	own bookings'
		08/11/2022	15:30	18:30	

I	Parent/Carer o	and Teacher Con	sultation Au	tumn 2022 03/11/2022 (In-Person)	Your appointments	The first PCTC date and times will be	
	(Teachers)			0	You have no appointments	displayed at the top of the screen. Please	
	(Teachers)				Booking instructions	scroll down to see the times for the	
	Mrs J Bowe (Class)				Print your bookings	second PCTC date	
	Time	Duration	Action	Statue	Email your bookings		
		Duration	Action	300.03			
	15:30	10 mins	Book	AVAILABLE		lime slots that are available will be blue	
	15:40	10 mins	Book	AVAILABLE		and will be marked 'available'. Slots that	
	15:50	10 mins	Book	AVAILABLE		are already booked will be red and you	
	16:00	10 mins	Book	AVAILABLE		will be unable to book this time.	
	16:10	10 mins	Book	AVAILABLE			
	16:20	10 mins	Book	AVAILABLE			

Make Booking Do you have any particular issues not.	or discussion topics? Feel free to leave blank if	Once you have selected an available appointment of your choice, click on the time and a window will appear asking if there are any
Press 'Make Booking' to confirm th	e booking. m Co	add any information in here that you would like the teacher to see before the meeting. Click the 'make booking' tab.

17:00	10 mins	Modify	THIS BOOKING	Your appointment will now be made and will appear green.
17:10	10 mins	Book	AVAILABLE	
17:20	10 mins	Book	AVAILABLE	

Booking Details If you have any issues/discussion topics for the meeting, enter them here: Save changes Cancel Booking Close	If you want to change your appointment time or add in a comment for the teacher, please click on the modify button on your green appointment time and a window will appear where you have the option to either add a comment or cancel booking.
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	Parents Booking	# CHANGE CHILD @ HELP එ LOG-OUT	If you would like to make an
	Stamford Green Primary School and Nursery		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 English in the office (01372 725383) to make your bookings if you do not have access to the internet.