



# Stamford Green

## Primary School and Nursery



30 June 2023

Dear Families,

### Y6 Family Learning Reviews

I am writing to invite you to a Y6 Family Learning Review, where the children will share with you their successes over the past year, as well as moments they are particularly proud of from throughout their time at Stamford Green. They will have created a digital or hand drawn presentation at school to show you. In the past, some children have (secretly) added touches to their presentations at home. At the same meeting, the teacher will share their teacher assessments in Maths and English and the National Curriculum Test results if the information has been released. If not, we will send this home separately. The Family Learning Review Meetings will take place at school, entry via the East Gate only, and will last for ten minutes.

### In Person Family Learning Review

Class	Day	Date	Time	Booking Opens 10.00am	Booking Closes 10.00am
6B and 6L	Wednesday	12.7.23	8.00am – 3.30pm	Monday 3.7.23	Monday 10.7.23
6C and 6DA	Friday	14.7.23	8.00am – 3.30pm	Monday 3.7.23	Monday 10.7.23

### Booking Information

Appointments will be available to book online as outlined above. The system works on a first come, first served basis. We are only able to offer one appointment per child however all parents/carers can attend the review.

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

- Parental first name and surname
- Pupil DOB, first name, surname, class

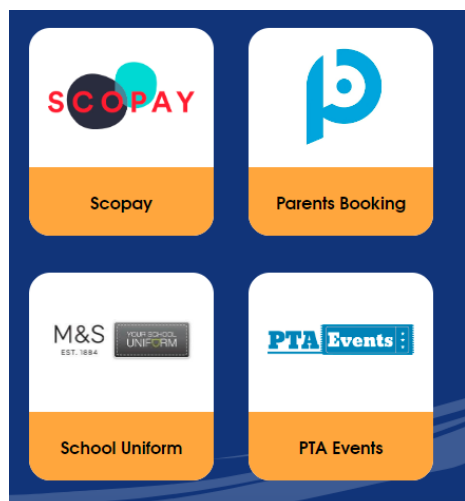
Please use the PEBS button on the school website [www.stamford-green.surrey.sch.uk](http://www.stamford-green.surrey.sch.uk) to access bookings. I have included a step-by-step guide at the end of this letter for full instructions on how to book an appointment.

Should you need any assistance with booking an appointment please contact Mrs English in the Office on 01372 725 383 or via email [parents@stamford-green.surrey.sch.uk](mailto:parents@stamford-green.surrey.sch.uk)

Kind regards,

Louise Druce  
Headteacher

## Step-by-step guide to using Parents' Evening Booking System (PEBS)



Click on the Parents Booking button at the bottom of the home page of the school website or you can enter the website address:

<https://parents-booking.co.uk/stamford-green>

A login form for the Parents Booking system. It has a blue header with the 'Parents Booking' logo. Below the header, it says 'Parents/Carers Login Here:' and 'Fields marked with \* are mandatory.' There are input fields for 'First Name' and '\* Surname'. Below these, it says 'Enter Student Details Here:' and has input fields for '\* First Name', '\* Surname', and 'Date of Birth\*' (with dropdown menus for day, month, and year). There is also a '\* Register Class' input field and a 'Login' button at the bottom.

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

Name of Group	Parents' Evening	Date	Start	End
Parent/Carer and Teacher Consultation Autumn 2022	Parent/Carer and Teacher Consultation Autumn 2022 <a href="#">Make/Edit My Own Bookings</a>	03/11/2022	15:30	18:30
		08/11/2022	15:30	18:30

Once you have logged in with the information above, please click 'Make/Edit my own bookings'

### Parent/Carer and Teacher Consultation Autumn 2022 03/11/2022 (In-Person)

(Teachers)

1

Mrs J Bowe

(Class)

Time	Duration	Action	Status
15:30	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
15:40	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
15:50	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:00	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:10	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
16:20	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

#### Your appointments

You have no appointments

[Booking instructions](#)
[Print your bookings](#)
[Email your bookings](#)
[Cancel all bookings](#)

The PCTC date and times will be displayed at the top of the screen.

Time slots that are available will be blue and will be marked 'available'. Slots that are already booked will be red and you will be unable to book this time.

### Make Booking

Do you have any particular issues or discussion topics? Feel free to leave blank if not.

Press 'Make Booking' to confirm the booking.

[Make Booking](#)
[Close](#)

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.

17:00	10 mins	<a href="#">Modify</a>	<a href="#">THIS BOOKING</a>
17:10	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
17:20	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

Your appointment will now be made and will appear green.

### 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.

Parents Booking

CHANGE CHILD HELP LOG-OUT

Stamford Green Primary School and Nursery

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.