



# Stamford Green Primary School



6 May 2021

Dear Parents/Carers,

## Parent/Carer and Teacher Consultations – 3S and 4B

I am writing to invite you to a Parent/Carer and Teacher Consultation, where you will have the opportunity to speak to your child's teacher for ten minutes to review their progress and celebrate their achievements since returning to school in March. Consultations with the teachers will take place via a video meeting and as the discussion will be between adults, we kindly ask that children are not present.

The video consultations will run between 9.00am and 4.00pm on Friday 21 May 2021 for your child's class.

### Booking Information

Appointments will be available to book online from 10.00am on Monday 10 May until 3.00pm on Thursday 20 May 2021. The system works on a first come, first served basis. We are only able to offer one appointment per child. However, a second adult can also attend the video meeting by registering when booking the appointment. If sibling consultations falls on the same day, please leave a break between appointments.

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.

### Video Meeting

On the day of your appointment, you need to log into PEBS, via the button on the school website. 10minutes before your appointment is due to begin you will be able to join the video meeting room, where you can wait for your appointment to start. Please read to the end of the guidance that follows as it explains what to do just before your appointment.

### Internet Browser Compatibility

You **must** use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

I have included a step-by-step guide below for full instructions on how to book an appointment and how to access your video meeting with your child's class teacher. Should you need any assistance with booking an appointment please contact Ms Saunt in the School Office on 01372 725 383 or via email [sauntb@stamford-green.surrey.sch.uk](mailto:sauntb@stamford-green.surrey.sch.uk)

Kind regards,

Mrs Druce  
Headteacher

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



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>

**Parents Booking**

Parents/Carers Login Here:  
Fields marked with \* are mandatory.

\* First Name  \* Surname

E-Mail

Your email address is used to receive booking confirmations.

Enter Student Details Here:

\* First Name

\* Surname

Date of Birth\*

\* Register Class

**Login**

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. Nursery, 4B, 6DA)

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 bookings for myself'.

Send school feedback Ms D Smith 01272 722300 | [info@stamford-green.surrey.sch.uk](mailto:info@stamford-green.surrey.sch.uk)

Parent-Teacher Meetings				
Name of Group	Parents' Evening	Date	Start	End
November 2020	Nursery (Miss Baker), 1MV & ZG Parents' Day <a href="#">Make Bookings For Myself</a>	19/11/2020	09:00	16:00

The parents' day date and time will be displayed at the top of the screen, and the teacher name will be displayed above the time slots. Time slots that are available will be blue and will be marked 'available'.

**Your appointments**  
You have no appointments

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

**4V, 5W & 6L Parents Day 17/11/2020**

Teacher(s)

**Teacher(s)**

Mr D Loughlin

Time	Duration	Action	Status
09:00	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>
09:10	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

**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.

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. Your child's name will not be visible to other parents when they log in to make an appointment – your appointment time will appear as 'unavailable' to book. If you need to change your appointment time or add a comment for the teacher, log back into the booking following the instructions above and either click 'cancel all bookings' or click 'Modify' to add a comment.

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

**4V, 5W & 6L Parents Day 17/11/2020**

Teacher(s)

**Teacher(s)**

Mr D Loughlin

Time	Duration	Action	Status
09:00	10 mins	<a href="#">Modify</a>	<a href="#">THIS BOOKING</a>
09:10	10 mins	<a href="#">Book</a>	<a href="#">AVAILABLE</a>

If you would like to make an appointment for another child, return to the dashboard and 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. **Please do not book consecutive appointments.**

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

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 Ms Saunt in the office (01372 725 383) to make your bookings if you do not have access to the internet.

## Video Meeting Information for Parents

Participants must have a web cam and microphone and can test these at any time in advance of the video meeting and **must** use one of the below device and internet browser combinations for the video meeting technology to work:

- **Apple iPhone/iPad (iOS 11+):** Safari
- **Android phone/tablet:** Chrome or Firefox
- **Linux computer:** Chrome or Firefox
- **Microsoft Surface:** Chrome or Firefox
- **Mac computer:** Safari, Chrome or Firefox
- **Windows computer:** Chrome, Firefox or Edge (Chromium)

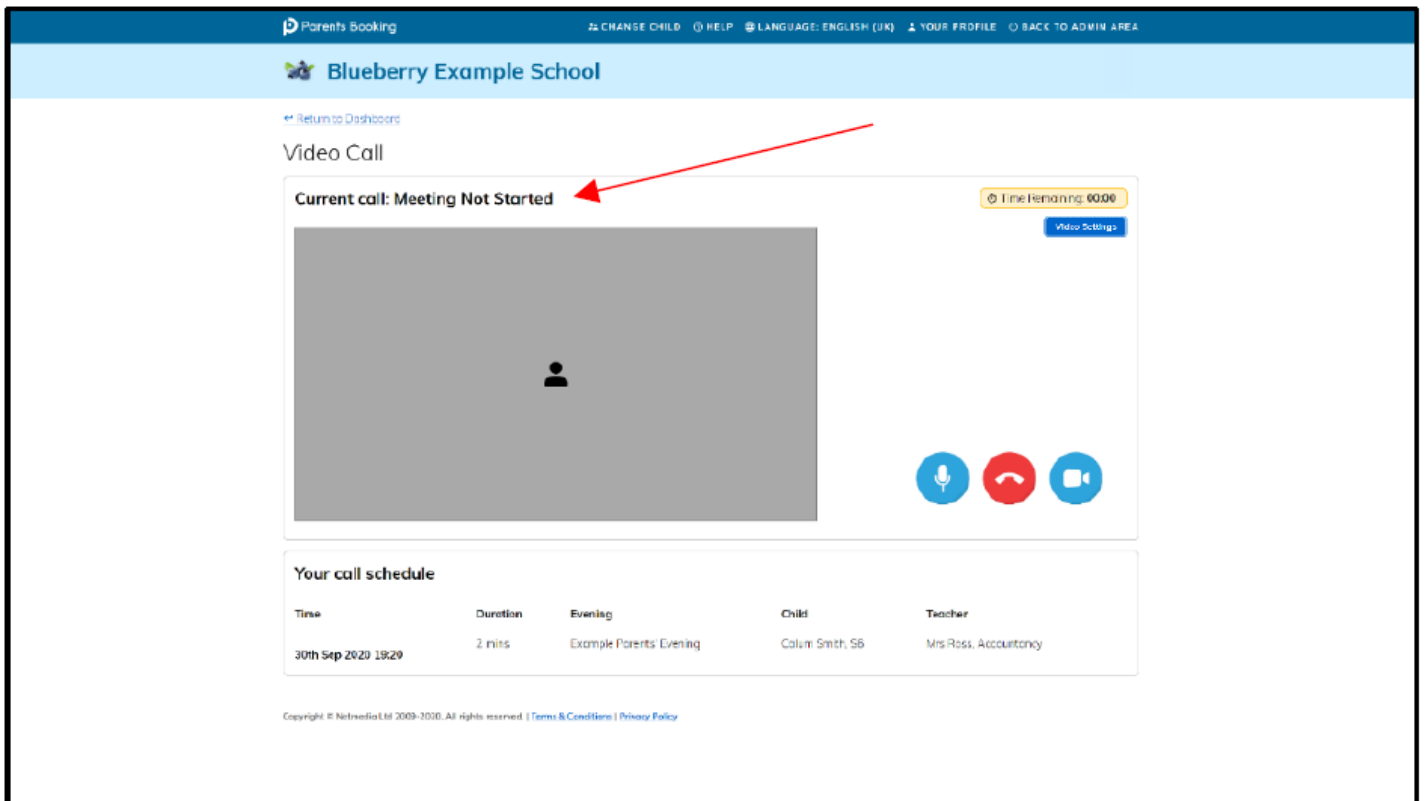
On the day of the parents' meeting, login to Parents Booking as before. If you are within 15 minutes of your appointment, there will be a 'Join Video Meetings' button which you need to click to join your video meetings. These appointments will exactly match what has been pre-booked.

The screenshot shows the 'Parents Booking' website for Maple Hill School. The user is logged in as Mr Paul Parent. The page features a navigation bar with links for 'CHANGE CHILD', 'HELP', 'YOUR PROFILE', and 'BACK TO ADMIN AREA'. Below the navigation bar, there is a 'Welcome Mr Paul Parent' message with buttons for 'Send school feedback' and 'Video Settings'. A yellow banner indicates that video appointments are due to start soon. The main content area is titled 'Parent-Teacher Meetings' and contains a table with the following data:

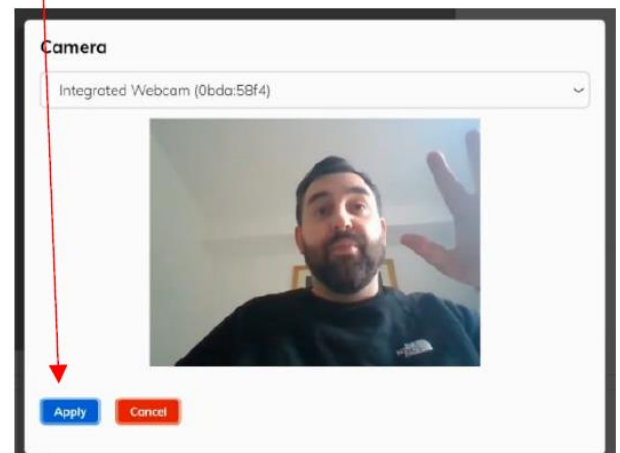
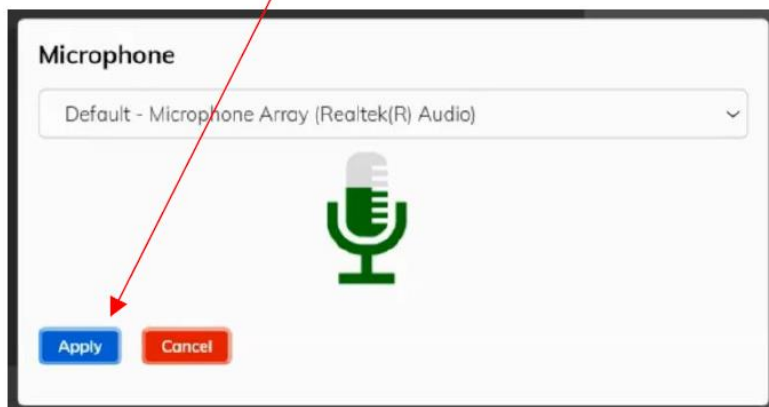
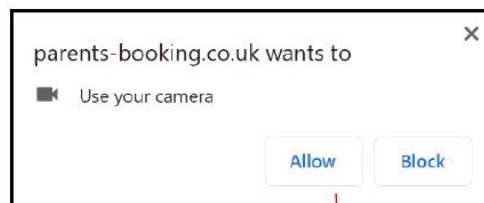
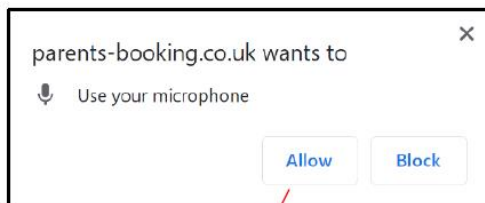
Name of Group	Parents' Evening	Date	Start	End
Winter Term	Example Parents' Evening <a href="#">Suggest Bookings For Me</a> <a href="#">Make Bookings For Myself</a> <a href="#">View my booking schedule</a>	18th Jan 2021	15:30	19:00

A red arrow points from the 'Join Video Appointment' button in the table to the 'Video Settings' button.

If you are early and click the join video appointment button, you will be shown a "Meeting Not Started Yet" message until the instant your appointment is due to begin.



When the time of your first appointment arrives, and provided the teacher is ready, your meeting will start. Before you can talk, you will need to provide permission to your internet browser to use its microphone and webcam. You will be asked for permission by your internet browser and then shown a pop up that asks which microphone, and then which webcam, you want to use. Press 'Allow' and 'Apply' for all of these.



NB 1 & 2 ???

Once you have provided permission to the microphone and webcam, your video meeting will start.

Parents Booking CHANGE CHILD HELP LANGUAGE: EN UK LOG-OUT

### Blueberry Example School

Video Call

Current call: Miss Beth Davidson, English

Time Remaining 04:18

Video Settings

Teacher

Parent

Teacher

Microphone Mute Video

**Your call schedule**

Time	Duration	Evening	Child	Teacher
09/10/2020 07.25 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.30 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.35 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.40 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English
09/10/2020 07.45 PM	5 mins	Y12 and Y13 Evening	Rob Mackenzie, 10To2	Miss Beth Davidson, English

CURRENT CALL

You can turn off your microphone and/or camera at any time here.

You can also cancel the call and go back to your Dashboard here.