

St. Mary's Parish Primary School

Bryanstown, Drogheda, Co. Louth.

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Príomhoide – John Weir • Leas Phríomhoide – Orla Briscoe • Roll No.: 20205G

07 November 2018

Dear Parent / Guardian,

Parent Teacher Meetings - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Thursday 22nd Nov.** This is an important evening and provides you with an opportunity to meet with your child's class teacher.

The school has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from today (Wednesday) at 4pm and will close on Friday 16th Nov. at 5pm. Should you wish to make any changes after this date please contact the school office.

Please visit <https://smpps.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with your child's name and date of birth. **(Note the name must be exactly as we have it on our school system).**

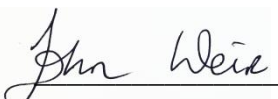
If you do not have access to the internet, please contact the school office.

Some things to keep in mind on the night:

- We have over 1100 students so the school will be very busy. **Please make sure you know which room is your child's teachers.**
- We would ask that you attend at your appointed time.
- Some teachers may also be available on Monday, Tuesday and Wednesday mornings and afternoons. You will see this when you log in.
- Teachers have many parents to see and so time is limited. Meetings are set for 8 minutes and as a courtesy to other parents and to ensure that the schedule works for all we would ask that this time limit be respected. If at the end of the meeting you have other things that you need to discuss you can make an arrangement to meet the class teacher at another time.

We look forward to meeting with you.

Yours sincerely,


John Weir

Parents' Guide for Booking Appointments

Go to <https://smpps.parentseveningsystem.co.uk/>

The form is divided into two sections. The 'Your Details' section has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The 'Student's Details' section has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (29 July 2000). A 'Log In' button is at the bottom.

Step 1: Login

Fill out the details on the page then click the *Log In* button. **YOU MUST USE THE PUPIL'S NAME AND DATE OF BIRTH EXACTLY AS ON OUR SCHOOL RECORDS.** Your child's details are on the letter that your child brought home today. Once you have logged in you can add details if you have another child. A confirmation of your appointments will be sent to the email address you provide.

If you are having a problem logging in you can call the office.

The screen shows a list of dates to click: Thursday, 16th March and Friday, 17th March. A link 'I'm unable to attend' is at the bottom.

Step 2: Select Parents' Evening

There are morning and afternoon slots on Monday, Tuesday and Wednesday **but not all teachers are available at these times. All teachers are available on THURSDAY 22nd November.**

Unable to make all of the dates listed? Click *I'm unable to attend*.

The screen shows a list of teachers: Mr J Brown (SENCO) and Mrs A Wheeler (Class 11A). Both have green checkmarks. A 'Continue to Book Appointments' button is at the bottom.

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with (**class teacher and learning support teacher**). In some cases you may recently have met with your child's Learning Support teacher and so they may not be listed. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+

Step 4: Book Appointments

Click any of the green cells to make an appointment. Blue cells show where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

If you have to go to a number of classes the system will add 15 minutes between meetings to allow for slight delays and the time to get from room to room.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

The page shows a table of bookings with columns for Teacher, Student, Subject, and Room. A 'Print' button is visible at the top right.

Step 5: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.