



# Little Hill Primary School

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LETTER NO 5

1<sup>st</sup> October 2020

Dear Parent/Carer

## Structured Conversations Week - Parents' Evenings: W/B Monday 12<sup>th</sup> October 2020

I would like to invite you to attend our Structured Conversations Parents' Event which we will be holding over the course of the week beginning Monday 12<sup>th</sup> October 2020. This is an important time which provides you with an opportunity to discuss and share information about your child's academic progress and general view of school and to know how home and school can best work together to improve outcomes this year for your child.

Due to Covid-19 and social distancing guidelines, we feel we are unable to put the necessary safety measures in place to allow for a face to face parents' evening this term. Therefore, these meetings will all take place via a telephone conversation.

We are asking parents to book an appointment time as previously and we will then endeavour to phone you as close to that time as possible. This will be the first time that we have run this system, so please be patient if there are some technical glitches and timings don't quite go to plan. A structured conversation model is something we hope we can move forward with on future parents' evenings but face to face.

We are running the parents' meeting for all year groups and offer appointment slots at the following times:

	Monday 12 <sup>th</sup> October	Tuesday 13 <sup>th</sup> October	Wednesday 14 <sup>th</sup> October	Thursday 15 <sup>th</sup> October	Friday 16 <sup>th</sup> October
<b>Foundation</b>	9:00 - 12:00 am	3:30 - 7:30 pm	3:30 - 5:30 pm		1:00 - 4:00 pm
<b>Year 1</b>	9:00 - 12:00 am	3:30 - 7:30 pm	3:30 - 5:30 pm		9:00 - 12:00 am
<b>Year 2</b>		9:00 - 12:00 am 3:30 - 7:30 pm	3:30 - 5:30 pm	9:00 - 12:00 am	
<b>Year 3</b>		9:00 - 12:00 am 3:30 - 7:30 pm	3:30 - 5:30 pm	1:00 - 4:00 pm	
<b>Year 4</b>		1:00 - 7:30 pm	3:30 - 5:30 pm		9:00 - 12:00 am
<b>Year 5</b>	1:00 - 4:00 pm	3:30 - 7:30 pm	3:30 - 5:30 pm		
<b>Year 6</b>	9:00 - 12:00 am	3:30 - 7:30 pm	3:30 - 5:30 pm	9:00 - 12:00 am	



**Booking online:**

As previously, we are offering online bookings, allowing you to choose your own appointment times with your child's teacher(s). If you do not have internet access, please phone the school office **from Monday 5<sup>th</sup> October 2020**.

Appointments can be made and amended online between **6.00 a.m. on Monday 5<sup>th</sup> October and 12.00 noon on Friday 9<sup>th</sup> October**. Should you wish to make any changes after this date please contact the school office. Please visit <https://littlehill.parentseveningsystem.co.uk> to book your appointment(s). A short guide on how to add appointments is included overleaf. You can login with the following information:

**Pupil's First Name**

**Pupil's Surname**

**Pupil's Date of Birth**

If you have more than one child at the school, you should be able to book appointments for both children on a single login, regardless of which child's details you use, provided you have nominated the same parent as the priority 1 contact for every child. Please leave a gap of at least 15 minutes between appointments with different teachers to allow for over running or technical glitches.

Please note: for 3MU/DR the system offers appointments with both teachers together. However, as this is a telephone appointment you will only speak to Mrs Upex or Mrs Robson.

**Parents of SEND children:**

You will not need to book an extra appointment this year as the class teacher will allocate an additional 5 minutes onto your telephone call to go through your child's Assess, Plan, Do, Review targets with you.

If you have any questions, please don't hesitate to contact the school.

Yours sincerely

Mrs H Cartledge-Splitt  
Acting Headteacher

# Parents' Guide for Booking Appointments

Browse to <https://littlehill.parentseveningsystem.co.uk/>

**Parents' Evening System**

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title:  First Name:  Surname:

Email Address:  Confirm Email Address:

**Child's Details**

First Name:  Surname:  DoB dd/mm/yyyy:

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – e.g. 26/11/2005

Select a parents' evening to add appointments:

 **Parents' Evening**  
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**Choose Teachers**

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

**Ben**  
 Mr M Lubbock - Class 9A

**Claire**  
 Mr T Smith - Class H

**James**  
 Mrs E Paton - Class G

## Step 3: Choose Teachers

Your child(ren) and the teacher(s) you can book appointments with will be listed.

If your child has 2 class teachers both names will be listed. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

**No Appointment**

16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>
16:20	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>
17:00	<input type="button" value="Book"/>
17:05	<input type="button" value="Book"/>
17:10	<input type="button" value="Book"/>

**Confirm & Add Message**

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

67 characters left

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to receive the confirmation email.

**All Finished!**

Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to save your changes.

**What's Next?**  
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

**Home** | **Appointments**

**Select Evening**  
Parents' Evening  
24/01/2013

**Your Appointments**

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

**Parents' Evening**  
This parents' evening is for the school via the main entrance for the Main Hall where this evening is taking place. Parking is available in the main school car park.  
Date: 24/01/2013

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.