

Pot Kiln Primary School

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Headteacher: Miss Toni Davis



Linguamarque
Bronze



Suffolk
County Council

2 November, 2017

Dear Parents/Carers

Re: Parents Evening

You are invited to book an appointment to see your child's teacher on one of the following dates; **Monday 13th November, Wednesday 15th November, Thursday 16th November.**

Please bear in mind some teaching staff may only be available on two evenings. This will be apparent when you login.

Please book your place online via this link: <https://potkiln.parentseveningsystem.co.uk/>

The online booking system is now open. Please ensure you book a slot for each of your children, it is important to keep communication flowing between school and home. It is with your continued support that we can enable your child to progress and be the best they can be. Please bring your child with you. We will provide a crèche for siblings for the duration of the appointment.

For guidance on booking, please see the **parent guide**. You will need to login with the following information:-

Priority 1 contact: title and surname

Student's preferred forename and surname and date of birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

A handwritten signature in blue ink that reads 'Toni Davis'.

Toni Davis
Headteacher

Parents Guide

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 – eg: 26/11/2005

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 2: Select Parents' Evening / Event

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

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 3: For Parents' Evening - Choose Teachers

Your children's teachers will appear. 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.

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 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish/ or the event you wish to attend. Optionally enter a short note to the teacher to help structure the appointment. 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 send the confirmation email.

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"/>
17:15	<input type="button" value="Book"/>
17:20	<input type="button" value="Book"/>
17:25	<input type="button" value="Book"/>

Confirm & Add Message

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

I would like to discuss how Sarah can improve on her recent test results.

67 characters left

Step 5: Finished

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

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](#)

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

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.

Appointments

Print Appointments

Select Evening: Parents' Evening 24/01/2013

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

[Add/Edit/Delete](#)