



CHELLASTON JUNIOR SCHOOL

Maple Drive
Chellaston
Derby
DE73 6PZ

Telephone 01332 701460
Headteacher Mr James Emery

October 2017

Parents' Meetings

Dear Parents,

We aim to keep all parents informed of their child's progress and discuss ways that we can work together to help all children achieve their very best. It is therefore very important that all parents attend the termly Parents' Meetings.

New Online System

This term, the format for the Parents' Meetings will be different to previous years. We are trialling a new online booking system which we hope will be more efficient. The system will allow parents to book suitable appointments directly online, without the need for numerous slips of paper to be returned to school. Many other schools operate a similar system and it seems to work well. As a school, we aim to use less paper and more electronic communication with parents; this feels right as we aim to become more efficient and professional using the available technology.

All Appointments in the Hall

In previous years, many parents have struggled to keep on track with appointments in classes in different areas of the school, with some teachers running behind schedule. Therefore, this year we are having all appointments in the hall, where parents can see the relevant teachers, ask myself any questions and hopefully keep to time more easily for the benefit of everyone.

Appointments Times and Dates

Parents tend to request either early or late appointments, so this year we have extended the appointment times from 1.45 in the afternoon until 7.30 in the evening. In this way, we hope to be able to accommodate all parents with a suitable appointment. We have arranged appointments for Year 3/5 parents on Tuesday 17 October and appointments for Year 4/6 parents on Wednesday 18 October. We feel that this will suit the majority of parents with more than one child at CJS.

In Year 3 and 4 your child's class teacher will be available for a ten-minute appointment. In Year 5 and 6 your child's literacy and numeracy teachers will be available for a five-minute appointment. Parents of children who have the same literacy and numeracy teacher are asked to book two consecutive appointments, one for literacy and one for numeracy with the same teacher. If there is a need to discuss anything of concern in greater detail, staff will arrange another appointment with parents.

Where a child's parents are separated, we expect both parents to attend their child's appointment at the same time. This ensures that both parents contribute to the



meeting and receive the same information about their child. We will only arrange separate appointments where there are legal reasons preventing both parents from being together at the same time and in these circumstances, we would ask you to contact Mr Emery to discuss.

Special Educational Needs Review meetings are held at school each term for certain pupils. This includes a detailed review of the child's progress in various subjects, with feedback shared by all the staff involved. If your child has a SEN Review Meeting, there is no need to book a further appointment at the Parents' Meetings.

On the day(s) of your appointments, we suggest that you allow some time to look through your child's work. Please enter school by the entrance doors to the school hall; all teachers will be available in the school hall. Some of your child's work will be available on a table near the teacher for you to look at.

How to book your appointments

Please type the following link in to your web browser: -

<https://www.parents-booking.co.uk/chellastonjunior>

PLEASE NOTE: You need to copy and paste this address into your website browser's address bar. Please do not try to 'Google' this website address or use a search engine as that will not work - this is a common mistake on phones and tablets especially.

Secure | <https://www.parents-booking.co.uk/chellastonjunior>

C.J.S.
Chellaston Junior School
School contact details: School Office
Phone:01332 7014460 Email:admin@cjs.derby.sch.uk

* Fields marked with this are mandatory.

Parent's First Name* Parent's Surname*

E-Mail Address

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for.

Child's First Name* Child's Surname*

Child's DOB *

Login

You will need:

- Your first name and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth
- Your email address (*even if you have already sent us this, please ensure you enter the address in the box indicated*)

The system will be live from **Monday, 9th October** and will be open to take your bookings until **midnight on Sunday, 15th October**. This will give the school chance to plan ahead for the meetings.

Login to see which appointments are available and select one that is convenient for you.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child's teacher(s) and asked to enter your availability. The wizard will use this information to calculate an order for your appointments which is the most efficient.

Troubleshooting Tips - please read before booking!

- To log in you need to enter the details we have on record for you and your child. If you have recently changed your first name or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is used to receive a confirmation of your appointment.
- If you have several children to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names.*

On the **Parent Meetings Tab** on the school website (www.cjs.derby.sch.uk), there are five different help videos for parents which cover most aspects of the new system. If you are unable to book at home, please contact the school office for further assistance.



**Chellaston
Junior School**



Parent Meetings

Help Video for Parents

Topic 1: How do I login?

Parents' Evening Booking System

Maple Drive, Chellaston, Derby, DE73 6PZ

Main Contact: Mrs Maureen Slack, School Office Manager

Tel: 01332 701460
admin@cjs.derby.sch.uk



As we are trialling this system for the first time, we will be interested to receive any feedback on how it has worked for parents, so we can further improve the organisation for the Spring Term meetings. Please email admin@cjs.derby.sch.uk with your feedback.

Thank you for your support and we look forward to seeing all our parents at the Parents' Meetings.

Yours sincerely,

Mr J Emery
Headteacher