

CHELLASTON JUNIOR SCHOOL

Maple Drive
Chellaston
Derby
DE73 6PZ

Telephone 01332 701460
Headteacher Mr James Emery

October 2018

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.

Online booking system

We are using the same online booking system as last year. It's quick and simple to use. Please see instructions below.

All Appointments in the Hall

All appointments will be in the hall, where parents can see the relevant teachers, ask myself any questions and hopefully keep to time for the benefit of everyone.

Appointments Times and Dates

Appointments on each day will begin at 1.20pm and the last appointment is 6.50pm. We have arranged appointments for Year 3/5 parents on Tuesday 23 October and appointments for Year 4/6 parents on Thursday 25 October.

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 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.

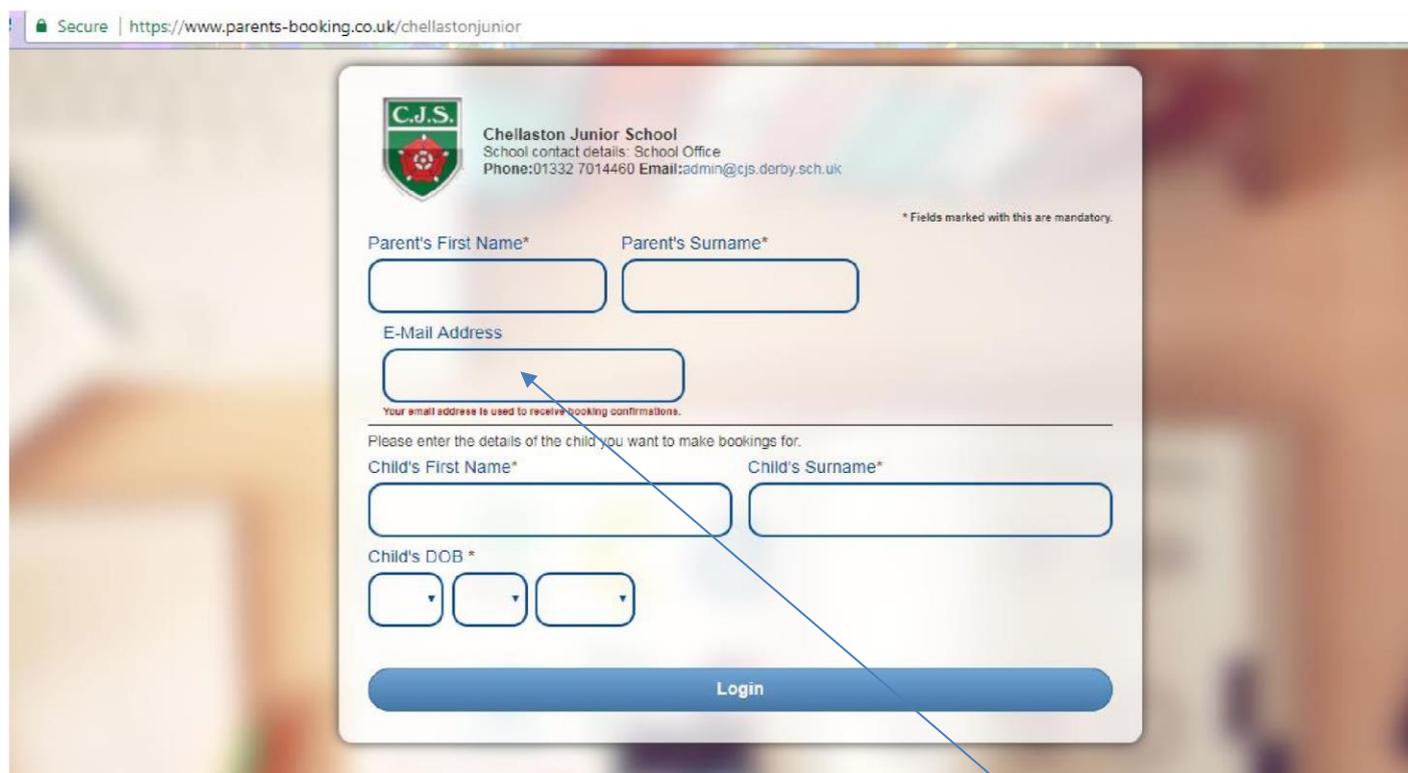
On the day(s) of your appointments, we suggest that you allow some time to look through your child's work. Please enter school by the entrance doors to the school hall; all teachers will be available in the school hall. Some of your child's work will be available on a table near the teacher for you to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



The screenshot shows a web browser window with the URL <https://www.parents-booking.co.uk/chellastonjunior>. The page features the Chellaston Junior School logo and contact information: "Chellaston Junior School", "School contact details: School Office", "Phone:01332 7014460", and "Email:admin@cjs.derby.sch.uk". A note states: "* Fields marked with this are mandatory." The form includes the following fields: "Parent's First Name*", "Parent's Surname*", "E-Mail Address" (with a note: "Your email address is used to receive booking confirmations."), "Child's First Name*", "Child's Surname*", and "Child's DOB*" (with three dropdown menus). A blue "Login" button is at the bottom.

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 **Friday 5th October** and will be open to take your bookings until **10pm on Friday 19th October**. This will give the school chance to plan ahead for the meetings.

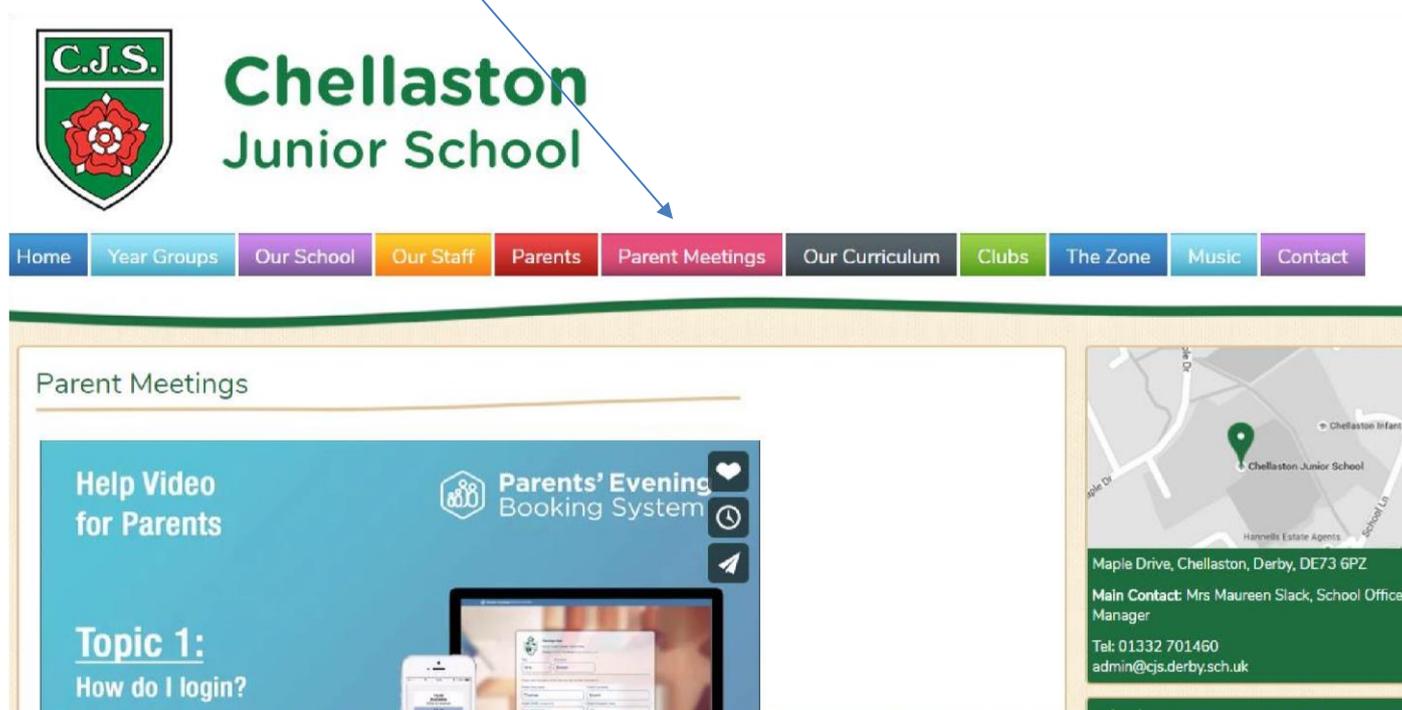
Login to see which appointments are available and select one that is convenient for you.

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.*

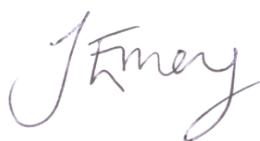
On the **Parent Meetings Tab** on the school website (www.cjs.derby.sch.uk), there are five different help videos for parents which cover most aspects of the new system. If you are unable to book at home, please contact the school office for further assistance.



The screenshot shows the website for Chellaston Junior School. At the top left is the school's crest, a shield with a red rose and the letters 'C.J.S.'. To the right of the crest is the school's name 'Chellaston Junior School' in green. Below this is a horizontal navigation bar with ten colored tabs: Home (light blue), Year Groups (light purple), Our School (light orange), Our Staff (orange), Parents (red), Parent Meetings (pink), Our Curriculum (dark grey), Clubs (green), The Zone (blue), Music (light blue), and Contact (purple). The 'Parent Meetings' tab is highlighted in pink. Below the navigation bar is a large banner for 'Parent Meetings'. On the left side of the banner, there is a blue box with the text 'Help Video for Parents' and 'Topic 1: How do I login?'. To the right of this box is a smaller box with the text 'Parents' Evening Booking System' and a small icon of a person. On the right side of the banner, there is a map showing the school's location and a green box with contact information: 'Maple Drive, Chellaston, Derby, DE73 6PZ', 'Main Contact: Mrs Maureen Slack, School Office Manager', 'Tel: 01332 701460', and 'admin@cjs.derby.sch.uk'. A blue arrow points from the 'Parent Meetings Tab' in the text above to the 'Parent Meetings' tab in the navigation bar.

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

Yours sincerely,



Mr J Emery
Headteacher