



CHELLASTON JUNIOR SCHOOL

Maple Drive
Chellaston
Derby
DE73 6PZ

Telephone 01332 701460
Headteacher Mr James Emery

February 2019

Parents' Meetings – Year 4

Dear Parents,

We aim to work in partnership with all our parents. Parents' Meetings are very important opportunities to discuss your child's progress, so we can work together to help all children to 'step to success'.

General Information

- Year 4 Parents' Meeting will be on **Tuesday 5 March**.
- Appointments will begin at 1.20pm and end at 7.00pm.
- You will need to book a **ten-minute appointment** with your child's class teacher. If there is a need to discuss anything in greater detail, staff will arrange another appointment with parents.
- Please enter school by the entrance doors to the school hall. All appointments will be in the hall, where parents can see the relevant teachers and hopefully keep to time for the benefit of everyone.
- The teacher will have some of your child's work to inform the discussion at the meeting. Parents can then take time after the meeting to look through your child's work in the hall.
- 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.
- Mr Emery and Mrs Deane-Robson will be available in the hall to answer any questions parents may have.

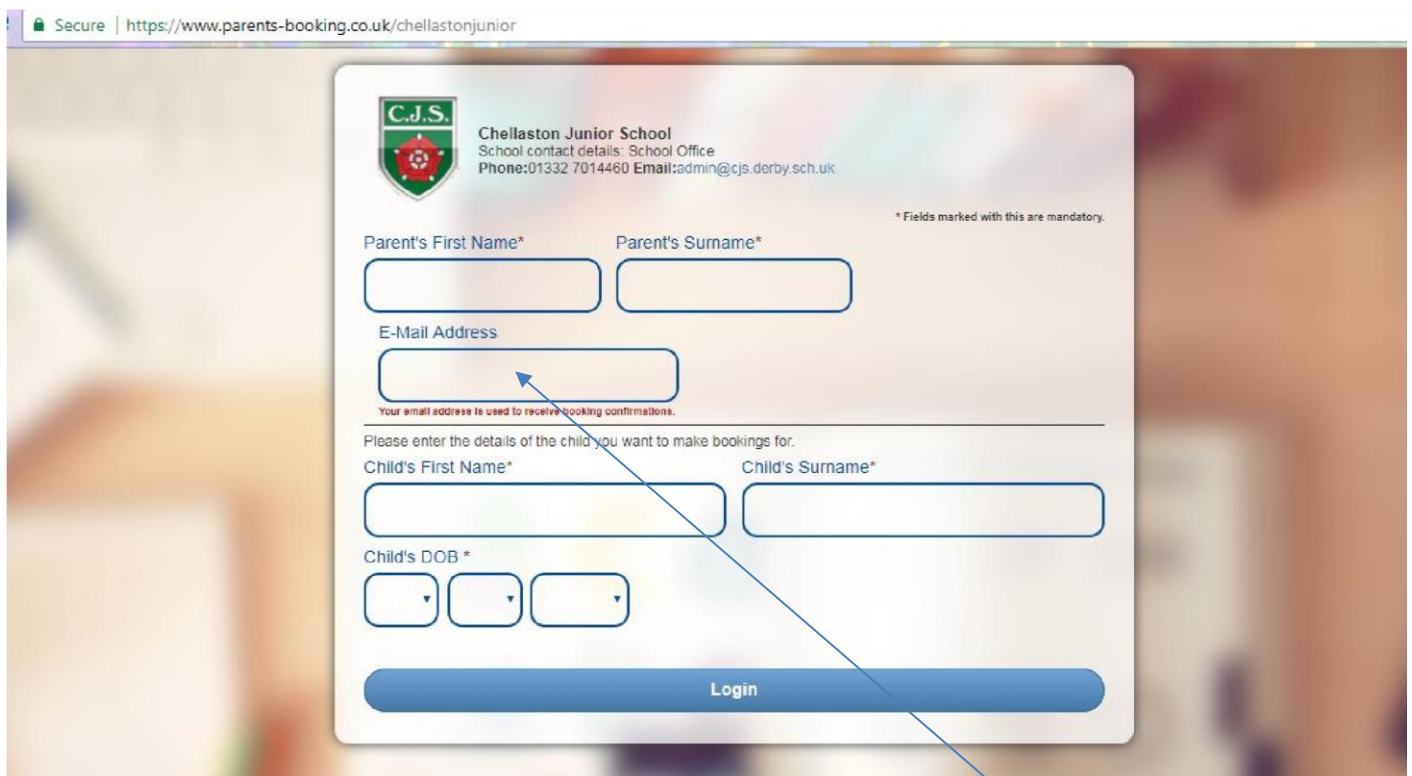
Online booking system

We are using the same online booking system as last year. Feedback from parents tell us it is easier to use. Please see instructions below.

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: School contact details: School Office, Phone: 01332 7014460, 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. A blue arrow points from the text in the instructions to the E-Mail Address field.

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 **Wednesday 6 February** and will be open to take your bookings until **10pm on Friday 1 March**. This will give the school chance to plan ahead for the meetings.

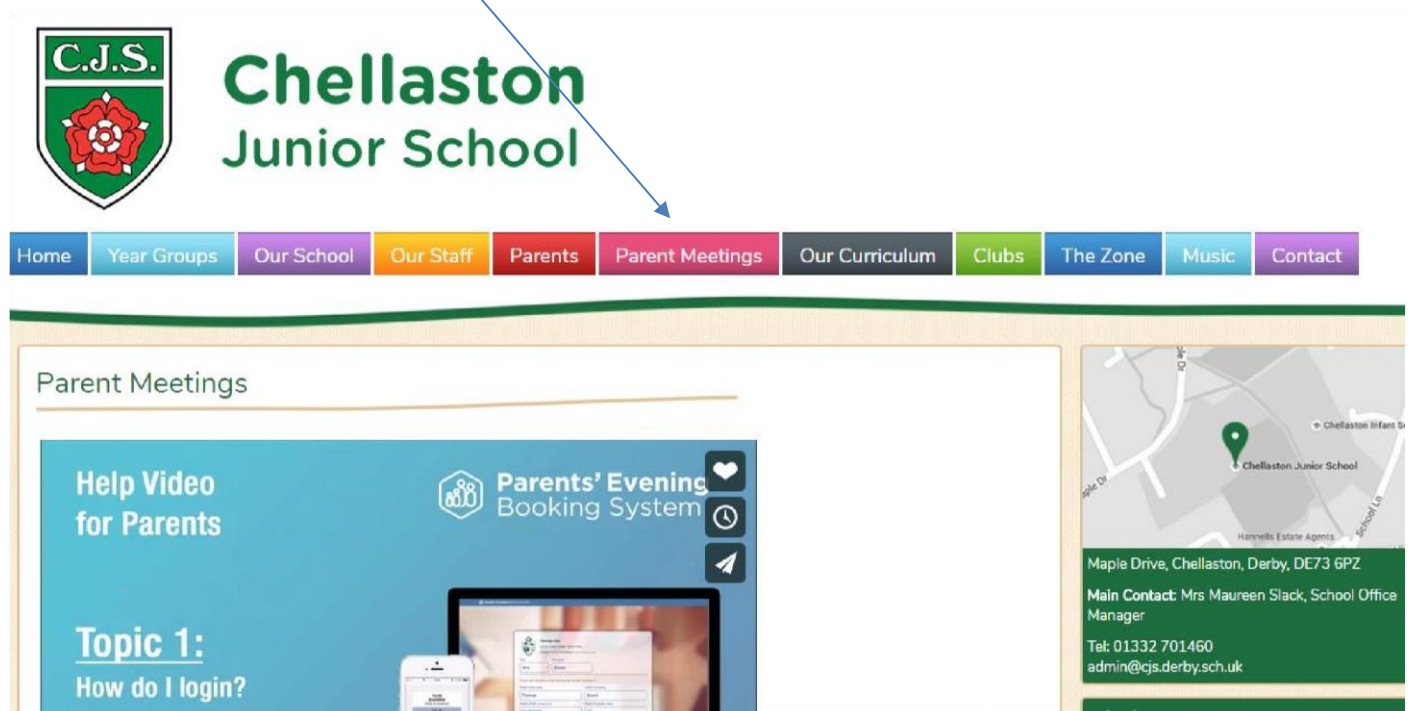
Login to see which appointments are available and select one that is convenient for you.

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 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.



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

Yours sincerely,

Mr J Emery
Headteacher