



Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”

Friday 1st March 2024

Parent Consultation Meetings for Foundation Stage, Key Stage 1 and 2

Dear Parents/Carers,

We will shortly be hosting our Parents' Consultation meetings. These will be face-to-face appointments with your child's class teacher(s). Time will be given to discuss how your child is progressing in this academic year and educational targets will be reviewed. There will be an opportunity for you to look through your child's work books too.

The meetings will be held over a period of 4 days and will be based in the school hall (similar to the high school model). Please enter school through the main school entrance and you will then be shown to the hall. Please take a seat around the edge of the hall and wait until the teacher calls you over for your meeting.

- Monday 25th March 2024: Years 1 and 2
- Tuesday 26th March 2024: Years 5 and 6
- Wednesday 27th March 2024: Foundation Stage (Nursery and Reception)
- Thursday 28th March 2024: Years 3 and 4

Appointments will be made available from 1.20pm with the latest appointment being at 6.30pm. You will be able to book a 10 minute meeting slot using our online system (usual instructions attached to this letter).

If you cannot attend the meeting and would like a telephone appointment instead, then please contact the school office who will arrange a mutually convenient date and time.

As some of these meetings take place during the school day, I want to reassure you that your child will still be in class learning, but being taught by other familiar teaching staff in order to release their class teacher to participate in these important parent meetings.

I really hope you can all attend.

Best wishes,

Mr. Edensor
Headteacher



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Parents Evening
System



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Parent Consultation Meetings: Booking Instructions

Good news! Parent meetings are a whole lot easier because you can book your appointments online.

We will send a link to your mobile phone or email address, which will take you to our online booking system to select a time convenient for you. Please follow these simple steps to book your slot:

- 1.** Click the link that you receive through text and/or email to take you to the confirmation page. You will need internet access to do this.
- 2.** Enter your child’s first name to continue. If you have more than one child, any of their first names will work.
- 3.** Next, you will be taken to the booking page. This will show your children alongside all of the teachers that you can book in with.
- 4.** Click ‘Please Choose’ to be shown a list of available times that you can click to book. This will even give you the option to add any notes that you might want the teacher to see before the meeting.
- 5.** Once you have selected your time slot, please click ‘Book this Slot’ to complete your booking. When the button has turned green, you know your booking has been made.
- 6.** At any time before the Parents Evening, you can click the link on your phone or email again to check your booking time or even un-book by clicking the green ‘booked’ button.

Make sure you book your parents evening ASAP to ensure you get the best time for you.

Please make sure that all contact details are up to date.

If you need to update your contact information, please contact the school office.



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