



Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”

Tuesday 21st January 2025

Parent Consultation Meetings for Upper Key Stage 2 – Years 5 and 6

Dear Parents/Carers,

We will shortly be hosting our Parents’ Consultation meetings for pupils in Years 5 and 6. 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 this academic year and to discuss SATS preparation. There will be an opportunity for you to look through your child’s work books too.

The meetings will be held on Thursday 13th February 2025 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 where you will take a seat and wait until the teacher calls you over for your meeting. The parents’ evening consultation dates for Early Years, KS1 and Lower Key Stage 2 (Years 3 and 4) will take place during w/c 24th March 2025. Further communication will be sent out regarding these after the February half term.

Appointments will be made available from 1.20pm with the latest appointment being 6.30pm. You will be able to book a 10 minute meeting slot using the online system [Parents Booking](#) (instructions included within this letter).

If you cannot attend the meeting and would like a telephone appointment instead, then please contact the school office to 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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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 the email address that we hold on your child’s school record, 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 email to take you to the confirmation page. You will need internet access to do this.
2. Enter your name and email to continue, as well as your child’s name and DOB. If you have more than one child, any of their first names will work to access your account.
3. Next, you will be taken to your Dashboard booking page. This will show the Parent-Teacher meetings that are applicable to your child(ren) in school. If you have more than one child, go to the top of the page to ‘change child.’ If you are accessing the booking system via a mobile device, go to the 3 dots/lines at the right hand side top corner of the screen to ‘change child.’
4. Click ‘Make/Edit My Own Bookings’ 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 – such as any particular issues or discussion topics.
5. Once you have selected your time slot, press the blue ‘Make Booking’ box to confirm the booking.
6. At any time before the Parents’ Evening, you can log back into your account to view your appointment times or modify/delete any appointments as required.

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 or need any help with booking your
parents’ evening appointments, please contact the school office.**



Parents Booking

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