



Beeston Primary School

Town Street, Leeds, LS11 8PN

"Engage, Enjoy, Enrich, Excel"

Monday 22nd September 2025

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

Dear Parents/Carers,

We will shortly be hosting our Parents' Consultation meetings which will be face-to-face appointments with your child's class teacher(s). Time will be given to discuss how your child has settled into their new year group and to plan educational targets for the rest of the school year. 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 where you will take a seat and wait until the teacher calls you over for your meeting.

- Monday 13th October 2025: Years 1 and 2
- Tuesday 14th October 2025: Years 5 and 6
- Wednesday 15th October 2025: Foundation Stage (Nursery and Reception)
- Thursday 16th October 2025: Years 3 and 4

Regular communication between parents and teachers plays a crucial role in supporting your child's education. Attending this parents' evening meeting will allow us to work together to ensure that your child is receiving the best possible support.

Appointments will be made available from 1.20pm with the latest appointment being 6.50pm. You will be able to book a 10 minute meeting slot using our online system [Parents Booking](#) (instructions included within this letter).

We kindly ask that you book an appointment with your child's teacher, and only sign up for an appointment if you are certain that you can attend. If you need to cancel, please inform us as soon as possible so that the appointment time can be reoffered to other parents/carers. 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.

Thank you for your cooperation and continued support – we look forward to seeing you in the meeting.

Best wishes,

Mr. Edensor
Headteacher

Headteacher: Mr. N. Edensor

Tel. No: 0113 2716978

Email: mainoffice@beestonprimary.org

www.beestonprimaryschool.co.uk



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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 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 email to take you to the confirmation page and enter your email to continue. You will need internet access to do this.
2. Once this step has been completed, you will receive a 'magic log-in link' via email so that you can access the booking system. Please click on the link in this email.
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 also 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

Headteacher: Mr. N. Edensor

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