



24th February 2020

Dear Parent/Carer,

Parents Evenings

Following our Tutor Evenings at the end of last term, we would like to invite parents of pupils in Years 5, 6 and 7 to discuss your child's progress with their individual subject teachers at our forthcoming Parents Evenings. We extend this invitation to parents of any Year 8 pupils who were unable to make appointments at the evening held in January. We have three sessions:

- **Thursday 19 March (6.00 – 8.30pm)**
- **Monday 23 March (4.30 – 7.00pm)**
- **Thursday 2 April (6.00 – 8.30pm)**

We will be using our online booking system for this event; this will allow you to book your own appointment times with up to six teachers of your choice. Appointments will be restricted to five minutes per teacher. Please bear in mind that teachers will only be able to see parents who have booked an appointment with them; the earlier you book, the more choice you will have. We rely on the cooperation and punctuality of parents to ensure the smooth running of the evening.

To make your bookings, go to <https://fairlandsmiddle.parentseveningsystem.co.uk> – a link to the booking site can be found on our school website. Full instructions for booking can be found overleaf.

The system will be available for bookings from Tuesday 3 March, until midnight on Monday 16 March.

If you have any difficulties using the online system, please do not hesitate to contact the school, preferably by email to office@fairlandsmiddleschool.co.uk. If you are unable to access the internet, please phone the school office on 01934 743186.

We look forward to meeting with you.

Yours sincerely,

Kate Persaud
Deputy Headteacher



Fairlands Middle School

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E-Mail: office@fairlandsmiddleschool.co.uk Website: www.fairlandsmiddleschool.co.uk

Headteacher: Stefan McHale
Deputy Headteachers: Helen Heffernan and Kate Persaud
Associate Leaders: Robert Cooling and Matthew Vincent

Safeguarding Children is everyone's responsibility.

If you are worried about any child please make an appointment to see either Helen Heffernan, Designated Safeguarding Lead or Robert Cooling, Kate Persaud, Felicity Grant, Sally Virgin, Designated Safeguarding Deputies
Alternatively, you can phone NPSCC: 0808 800 5000 Somerset Direct: 0300 123 2224

Parents' Guide for Booking Appointments

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 26/11/2005

Step 1: Login

Please fill out all the details on the page. If you provide an email address a confirmation of your appointment will be emailed to you.

Please use your child's "preferred" forename that matches our records.

Step 2: Select Year 8 Parents Evening

Click the green tick to select the evening you want to make the appointment for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some app

Ben
 Mr M Lubbock - Class 9A

Claire
 Mr T Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green.

Click on the 'Continue' button to proceed.

	Dr J Lebon Class 8E L7
	No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally, enter a short note to the teacher to help structure the appointment or highlight any specific matters.

16:10 Book

Confirm & Add Message

Optionally add a message for **Dr J Lebon (Class 8E)** for your appointment at **16:10**:

I would like to discuss how Sarah can improve on her recent test results.

67 characters left

After you have finished making your appointment, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

You will receive an email confirmation of your appointment. If you would like to send the school feedback about this system, click on "Send Feedback".