



7th January 2020

Dear Parent/Carer,

Year 8 Parents Evening

In preparation for your child's school transition in September, we will be holding our Year 8 Parents Evening on **Thursday 23rd January, 6pm – 8.30pm**. All appointments will take place in the school hall and you are encouraged to bring your child with you.

This is scheduled to give you the opportunity to discuss your child's progress with individual subject teachers, in time for choosing Year 9 options. The majority of our pupils will transfer to The Kings of Wessex Academy, so we hold this evening to fit in with their transition timeline. If you are unable to make this evening for any reason, you are more than welcome to attend our Parents Evenings for all years in March; however, these are after the deadline for submitting option choices for Kings.

For your information, I have listed key dates for the options choosing process below:

- **Monday 27th January** – staff from Kings Academy will visit Fairlands to discuss options in assembly with Year 8.
- **Tuesday 4th February** – Kings Academy host an Options Evening for pupils and parents.
- **Friday 14th February** – deadline for options choices to be submitted.

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. I would like to point out 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.parenteveningsystem.co.uk> – a link to the booking site can be found on our school website.

The system will be available for bookings from Friday 10th January until midnight on Monday 20th January.



Fairlands Middle School

Masons Way, Cheddar, Somerset, BS27 3PG, Tel: (01934) 743186 Fax: (01934) 744457 Absence Line: (01934) 743908
E-Mail: office@fairlandsmiddleschool.co.uk Website: www.fairlandsmiddleschool.co.uk

Headteacher: Stefan McHale
Deputy Headteachers: Helen Heffernan and Kate Persaud
Associate Leader: Robert Cooling

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, 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 appointments.

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".

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