



ACKLAM WHIN PRIMARY SCHOOL

“Always a chance for everyone!”

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20th October 2017

Dear Parents and Carers,

New Beginnings

The school are delighted to announce the appointment of Mrs Suzanne Prince as our new Deputy Head from the Spring Term 2018. Suzanne joins us from Lingfield Primary School with over 22 years teaching and school leadership experience. She will be non-teaching for the first two terms. We are also pleased to announce the appointment of Mr Jon Birch and Miss Grace Guerin to our support staff team in Y6 and Y4 respectively and Mrs Angela Davies who will be moving to a new role in Y2. We look forward to them all joining the Acklam Whin family.

Parent's Evenings

This term we will be holding Parent Consultation sessions for the Reception to Year 6 children on:
Tuesday 7th and Wednesday 8th November from 3.30pm.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system.

Booking Appointments can be done from 20/10/17 and will close on 06/11/17. Should you wish to make any changes after this date please contact the school office.

Please visit <https://acklamwhin.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is on the back of this letter.)

If you do not have access to the internet, please contact the school office or class teacher. Many primary schools use this process but as this is a new system for us, we would welcome any feedback.

Harvest Fun

It was so good to see so many of you this week at our Harvest Festivals, sharing the delights of our wonderful children. Thank you again for all your contributions that were this year distributed to Sowing Seeds Ministries and the Salvation Army, both supporting local people and families in need.

I hope you all have a wonderful half term break and look forward to seeing you all as we head towards Christmas!

Yours faithfully,

Mr Gamble

Parents' Guide for Booking Appointments

Browse to <https://acklamwhin.parentseveningsystem.co.uk/>



Parents' Evening System

Welcome to the Online Appointment Booking System. Appointments can be arranged on a 1-to-1 basis from the email confirmation. Please ensure that you are logged in to continue.

21/03/2018

First Name: Surname: Date Of Birth:

Mr J Brown Mrs G Mumford Dr R Minamata

Ben Ben Andrew

English Mathematics French

17:15 17:25 17:45

16:30 16:40 16:50 17:00

Accept Appointments Cancel Appointments

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Primary School Parents' Evening

This parents evening is an opportunity to meet your child's teacher. Please enter the school on the main entrance and sign in at reception.

Click a date to continue

Thursday 16th March

Friday 17th March

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then **Next**

Automatic
Automatically book the best possible times based on your availability.

Manual
Choose the time you would like to see each teacher.

Next

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press **Next**.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers

If you don't wish to see any teacher below, de-select them before clicking the button to continue.

Mr J Brown Mrs G Mumford Dr R Minamata

Ben Ben Andrew

English Mathematics French

17:15 17:25 17:45

16:30 16:40 16:50 17:00

Accept Appointments Cancel Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

You may book other teachers not listed on the screen by pressing the *Add Another Teacher* button.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom:

| Teacher | Student | Subject | Room |
|---------------|---------|-------------|------|
| Mr J Brown | Ben | English | E6 |
| Mrs G Mumford | Ben | Mathematics | M2 |
| Dr R Minamata | Andrew | French | L4 |

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Accept Appointments Cancel Appointments

Mr J Brown Mrs G Mumford Dr R Minamata

SENGO (A2) Ben Ben Andrew

Class 10E (H3) Class 11A (L1)

16:30 16:40 16:50 17:00

Accept Appointments Cancel Appointments

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process