

# Headteacher Mrs Nicola O'Connell BA (Hons) MEd (Cantab)

15.2.19

Dear Parents/Carers,

Holtsmere End Infant and Nursery School
Shenley Road
Hemel Hempstead
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01442 211963
www.holtsmereinfants.herts.sch.uk
admin@holtsmereinfants.herts.sch.uk

Parent/Teacher Consultations for Nursery Monday 4<sup>th</sup> March, Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> March 3.30-6.00pm

We are delighted to inform you that following Parent's feedback we are now able to offer an online booking system for our Parent/Teacher consultations. We believe that this is the fairest way for Parents to secure the most suitable time slot for them, especially those that do not always drop off or pick up their children themselves.

All appointments can be made using our online booking system. This allows you to choose your own appointment times with Mrs Binns OR Mrs Stoddart and you will receive an email confirming your appointment. Alongside Mrs Binns, Keyworkers Mrs Hollis will be available on Monday evening and Mrs Smart will be available on Wednesday evening.

The booking line will open at **7pm on Friday 22<sup>nd</sup> February** and will close at **15:30pm on Thursday 28<sup>th</sup> February**. Should you wish to make any changes after this date please contact the school office.

Please visit <a href="https://holtsmereinfants.parentseveningsystem.co.uk">https://holtsmereinfants.parentseveningsystem.co.uk</a> to book your appointments. Complete all the details on the home page then click the "Log In" button.

A Parent's Guide for booking appointments is attached for your information. If you do not have access to the internet, please contact the school office and our staff will be happy to book appointments on your behalf. Similarly, if you have any questions about the system, please do not hesitate to contact us.

This is a new way of working, which will no doubt have some teething problems but in the long run will prove to be more efficient for everyone involved. The majority of schools now use similar systems and reports are positive.

Thank you for your continued support.

Yours sincerely,

Mrs Nicola O'Connell

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Headteacher

#### Parents' Guide for Booking Appointments

Browse to <a href="https://holtsmereinfants.parentseveningsystem.co.uk/">https://holtsmereinfants.parentseveningsystem.co.uk/</a>



## 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.



# 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.



#### 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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

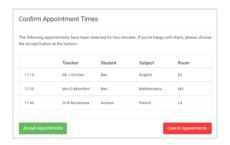
We recommend choosing the automatic booking mode when browsing on a mobile device.



#### 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.



#### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).



# 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.



## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on Amend Bookings.