



Headteacher

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

15.2.19

Holtsmere End Infant and Nursery School
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Dear Parents/Carers,

Parent/Teacher Consultations for Nursery
Monday 4th March, Tuesday 5th and Wednesday 6th 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 22nd February** and will close at **15:30pm on Thursday 28th February**. Should you wish to make any changes after this date please contact the school office.

Please visit <https://holtsmereinfants.parentseveningsystem.co.uk> 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
Headteacher

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs First Name: Rachael Surname: Abbott

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbott Date Of Birth: 20 July 2000

[Log In](#)

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.

Parents' Evening

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

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[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 hit 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. 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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

☒ **Mr J Brown**
SENCO

☒ **Mrs A Wheeler**
Class 11A

[Continue to Book 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.

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
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

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).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30	✓	✓	✓
16:40			
16:50	+		+
17:00			+

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.

My Bookings

View 11 Subsequent Evening Appointments

Thursday, 12th April

This page lists all the appointments you have booked. Please enter the school via the main entrance and follow the signs for the library when this evening is taking place. Parking is available in the main school car park.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
16:50 Mr J Brown	Ben	English	E6
16:50 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	Mathematics	M2

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*.