



Ralph Butterfield Primary School
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Headteacher: Mrs E Clark BA (Hons) QTS

Tuesday 21st September 2021

Parent's Evenings October 2021

Dear Parents/Carers

Here at Ralph Butterfield Primary School, parents/carers are encouraged and welcome to approach us at any time to have a discussion about their child(ren). However, twice a year there are also designated 'Parents' Evening' weeks in which all parents/carers are invited to discuss their child; we hold these meetings in the autumn term and then again in the spring.

I am therefore writing to invite you to discuss your child with their class teacher in **either** week beginning **Monday 11th October (online)** or week beginning **Monday 18th October (face to face)**. We are working appointments across two weeks in response to your feedback from the parent/carer survey conducted after our spring 2020 meetings. Many parents/carers, but not all, stated a preference for meetings remaining online. We are therefore going to trial offering a choice and we will then review the success of this for both parents/carers and staff.

At this first parents' evening of the year, it is most important that within the time, you have the opportunity just to chat about your child's wellbeing, how they have settled into working, and their interactions with others. It is about everyone getting to know each other better so that effective working partnerships are set up, with your child at the heart of this. It is too soon in the year to be sharing information around standards; what is most important is wellbeing and progress – especially after the disruptions to education since March 2020.

At our school we try to give parents flexibility, so rather than having all of the appointments on one night in each week, teachers are offering several evenings across the two weeks. This will include one 'later' evening each week. You will also be offered specific times.

Length of appointments:

You will appreciate that with 30 children or more in most classes, it is important that staff keep to time so they can see every child's parents/carers. Please could we respectfully ask that every parent/carer respects the 10 minute appointment length? If you and the class teacher find that more time is needed, a further appointment can be arranged (and remember – we are always approachable!). Unfortunately if you are late, either online or face to face, you will miss your appointment as staff will need to run to other people's appointment times.

Booking an appointment:

Booking is through our online booking service so that parents/carers can book a specific time to see the class teacher. Attached to this letter are instructions on how to use that booking service, which opens at **7pm on Thursday 23rd September**. Please take care to select the week that is offering your meeting type of choice: week beginning **Monday 11th October is for online meetings only**, week beginning **Monday 18th October is for face to face meetings only**. Please ensure that you use the exact class name and



your child's full name (e.g. Elizabeth if your child is known as Liz). We would be grateful if parents/carers could make those appointments before the service closes at **7pm on Friday 1st October** please.

We do recommend logging into the [booking system](#), ahead of time, to ensure that you have no issues with access to the system. This is especially important if you have never used the system before. If you do experience any issues with access, please do contact the school office and we will endeavour to help you.

Number of appointments:

Please note that there is only one appointment time available for each child across the two weeks. We would also ask that separated parents please coordinate their availability so that they both attend the same appointment slot. Only in exceptional circumstances would separate appointments be available and in that case, please contact me (via email, the school office, or catch me on the playground), to request that different arrangements be made.

How do I access an online meeting?

If your meeting is online (w/c Mon 11th Oct), this will be via GoogleMeet using the log in details for your child's school Google account details. Children in Years 1 to 6 already have this and will have used it previously during periods of remote education; Reception parents/carers will receive their child's account information ahead of the parents' evening week. A handy 'How To' guide will also be shared ahead of the 11th October.

Face to Face Meetings

If your meeting is face to face, please enter into the school via the Main Entrance and make your way to the school hall. Please also leave via the main entrance. It is important that you can have uninterrupted time to talk to the teacher. We would therefore politely request that if your child(ren) need to come with you to school, that they wait on the chairs in the waiting area of the hall whilst you are speaking with the class teacher.

We look forward to seeing you, either online or face to face, during the Parents' Evening weeks.

Yours sincerely



Mrs Liz Clark
Headteacher



Parents' Guide for Booking Appointments

Browse to <https://ralphbutterfieldschool.schoolcloud.co.uk/>

PLEASE NOTE: BY VISITING THIS WEBSITE YOU ARE AGREEING TO PROVIDE YOUR PERSONAL INFORMATION TO THE SCHOOL. YOUR INFORMATION WILL BE USED TO CONTACT YOU BY EMAIL TO CONFIRM YOUR BOOKING. PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbo4@gmail.com | Confirm Email: rabbo4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

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.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

- Monday, 13th September
 - In-person & video call
 - Open for bookings
- Tuesday, 14th September
 - In-person
 - Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book. Please note that **w/c 11th October** is **online** only and **w/c 18th October** **face to face** only. 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

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 | 14:36 | 15:24 | 16:12 | 17:00

Your availability: 14:00 - 17:00

Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

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

Ben Abbot

Mr J Brown (SENCO)

Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

Step 5: Choose Teachers

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 6: Book Appointments (Automatic)

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.

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

Step 7: 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.

September Parents Evening			Tuesday, 14th September
2 appointments from 16:15 to 16:45			in person
Print Amend Bookings Subscribe to Calendar			
This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.			
Teacher	Student	Subject	
16:15 Mr Mark Lubbock	Jason Aaron	English	
16:30 Miss Bina Patel	Jason Aaron	Religious Education	
September Parents Evening 2 appointments from 16:00 to 16:45			Monday, 13th September Video call
September Parents Evening 2 appointments from 15:00 to 15:45			Monday, 13th September In person

Step 8: 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*.