

Bramley Grange Primary School Howard Road, Bramley, Rotherham, South Yorkshire, S66 2SY Head Teacher: Rachel Colguhoun MA (ed) NPQH

12<sup>th</sup> October 2018

Dear Parent/Guardian,

Our first Open Evening of the year is due to take place on Wednesday 17th October. The Open Evening will be a chance to talk to your child's class teacher and see how they are settling into the new academic year. Class teachers will also provide you with targets for your child and ideas of how you can support at home. On the evening, please go to the school hall where there will be tea and coffee served. Class teachers will then come and collect you at the time of your appointment.

This year we will continue to use our online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. The system is easy to use and it will only take a few moments to register. Please only make an appointment to see your child's class teacher. For Y5/6 parents we appreciate that you may want to see the person who teaches your child English and maths however your child's progress in these areas will have already been discussed with your child's class teacher. They will be able to provide you with full details of their achievements to date.

If you wish to have a discussion with a senior member of staff both myself and Mrs Gaunt are available. Please make an appointment on the system as you would to see your child's teacher.

Step 1: Please log onto <a href="https://bramleygrange.parentseveningsystem.co.uk">https://bramleygrange.parentseveningsystem.co.uk</a>

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Welcome to via a first fi	r the Green Abbey sm the email con	parents' evening firmation - pleas	booking system. Appointments can be amended smarre your email address is correct.		
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Child's	Details				
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**Step 2:** Enter your details and your child's details.

Important: As this system is synced with our School Information Management system these details will need to match the details you registered with us

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Tel: 01709 543 664 Email: bramleygrangeprimary@rotherham.school



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Step 3: Click on the green tick for the required event- Open Evening October 2018

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**Step 4:** Your child's teacher will appear. Ensure the teacher you wish to see is selected in green. Click on the Continue button to proceed.

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16:10	Back	
16:15	Busy	
16:20	Baok	
16:25	Book	
16:30	Bursy	
16:35	Book	
16:40	Back	

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**Step 5:** To make an appointment click on the time slot required. Available slots will be green. Click to confirm the appointment.

**Step 6:** Finished. Your appointment is now booked and you will receive a confirmation email. If you need to change your appointment you can do this by clicking the Red Cross next to your child's name on the appointment page.

If you require any help or are unable to access the system please see your child's class teacher.

Yours sincerely

R. Colquhoun Head Teacher

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