

Harleston C.E. Primary Academy

School Lane, Harleston, Norfolk. IP20 9HG

Tel: (01379) 852302 / 853211

E-mail: office@harleston.stbenets.org

Website: www.harleston.stbenets.org



Interim Headteacher: Mrs M Foreman

27th January 2020

Dear Parent/Carer

Spring Parent-Teacher Consultations

This term Parent-Teacher Consultations are taking place on Monday 10th February and Wednesday 12th February, and we have again added some appointments during the mornings. The appointments will be at different times of the day depending on your child's class, please refer to the table.

Due to the large numbers of children in the Nursery Miss Ingram is not in a position to meet with all parents in the Spring Term. We are holding consultations this term for parents of children who started in Nursery in January in the lower school hall. However, if your child started in September and you feel that you need an appointment with Miss Ingram please speak directly to her to arrange this.

Online Booking

We will be using our online booking system again for you to book your appointment/s, and a link to the booking website will be available via a MyEd button on the My School page. If you have not connected to MyEd, you will have received a text to invite you to download the free app, which is the school's preferred way to communicate with parents.

Venue

Nursery, Reception and Years 1 and 2
Years 3, 4, 5 and 6

Lower School Hall
Upper School Hall

Appointments which take place during the school day will be held in the Upper School Hall, and parents are asked to enter the school via the school office.

We look forward to seeing you at the meetings, so that we can work together to support your child in their learning.

Please contact the school office if you are experiencing difficulties accessing the on-line system.

Yours sincerely

A handwritten signature in blue ink that reads "M. C. Foreman".

Mrs M Foreman

Interim Headteacher

Spring Consultations February 2020

Class	Monday 10 th February 2020		Wednesday 12 th February 2020	
	9.15am - 10.15am	3.15/3.25pm - 5.15pm	9.15am - 10.15am	3.15/3.25pm - 6.55pm
Nursery		/		/
RB	/	/	/	/
RLB	/	/	/	/
1PC		/	/	/
1S	/	/		/
1VS	/	/		/
2E	/	/		/
2S		/	/	/
3HB	/	/		/
3C		/	/	/
4A		/	/	/
4MT	/	/		/
5P	/	/		/
5Q		/	/	/
6G		/	/	/
6M	/	/		/

Booking Guide

- Follow the link via the MyEd app

or

- Type in <http://www.parents-booking.co.uk/harlestonprimary>

Please type this address into your website browser's 'address bar'.

- Do not try to 'Google' this address or use another search engine - it will not work.
A similar address may appear as you type - this will not work, carry on entering the correct address. This is common when using tablets and mobile phones.
- To log in please enter: Your title (Mr/Mrs/Ms/Miss) and surname.
These must match the surname and title we have on record for you.

The system goes live on Monday, 27th January at 4.00pm, and will be open to take your bookings until Monday, 10th February at 7.30am.

- Once you have logged in, we suggest you use the Automated Booking Wizard to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. The wizard will use this information to calculate the best order for your appointments.

Troubleshooting

Cannot log in:

- The web address does not match the address at the top of this page.
- Title and surname must match the information we have on record for you.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.

Automated Wizard

Please check on the table your children's teachers are available at the same times when using the wizard. This will generate the closest time slot availability for your children.

1. Select your first child - name will show in orange.
2. Tick the Add button beside the teacher's name.
3. Tick the dates and enter a wide time range to enable consecutive bookings for your children.
4. Choose your next child, tick the add button beside the teacher's name and choose dates/times. Please enter the same date/time availability for both children.
5. Press 'Make My Bookings for me' button once you have completed the above for all your children.
6. If an auto booking error message appears, one of the teachers may be unavailable at the time requested - please refer back to the table.