



Head Teacher:

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Dear Parents / Carers

**PARENTS/TEACHERS CONSULTATIONS - ONLINE BOOKING**  
**Monday 30<sup>th</sup> October between 3.20pm and 5.30pm or**  
**Wednesday 1<sup>st</sup> November between 3.20pm and 5.30pm**

Teaching staff would like to invite parents/carers of children in Reception through to Year 6 to come for a 5-10 minute discussion about your child.

We will once again be using the online booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. If you have any problems using the online system, please contact the school office.

Appointments can be made from 9am on Tuesday 10<sup>th</sup> October and will close at 5pm on Thursday 27<sup>th</sup> October. Should you wish to make any changes after this date please contact the school office.

Please visit <https://inglebymill.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is on the back of this letter. Login with the following information:

Student's First Name:  
Student's Surname:  
Student's Date of Birth:

If you do not have access to the internet, please complete the return slip below and return it to the school office who will be happy to add appointments on your behalf. If the office book your appointment, we will send you a slip with the date and time of your appointment.

We will continue to focus our conversations on progress towards individual TARGETS and PRIORITIES for your child. We are aware the time is limited and some parents may need to arrange a follow-up appointment if your child has special or particular needs. Children are **discouraged** from attending the interviews in order that frank conversations may take place.

I/We would like to meet \_\_\_\_\_ (teacher) to discuss our child  
\_\_\_\_\_

I also have children in the following classes:

Child \_\_\_\_\_ Class Teacher \_\_\_\_\_

Child \_\_\_\_\_ Class Teacher \_\_\_\_\_

I prefer to come on:  
Monday 30<sup>th</sup> October between 3.20-4.00pm, 4.00-4.30pm, 4.30-5.00pm, 5.00-5.30pm, or  
**any available time**  
or  
Wednesday 1<sup>st</sup> November between 3.20-4.00pm, 4.00-4.30pm, 4.30-5.00pm, 5.00-5.30pm,  
**or any available time**  
**Circle as appropriate.**

Signed: \_\_\_\_\_

Yours sincerely

Mrs Beth Atkinson  
Head teacher

**Parents' Guide for Booking Appointments**  
Browse to <https://inglebymill.parentseveningsystem.co.uk/>

**Step 1: Login**

**Parents' Evening System**  
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title  First Name  Surname   
Email Address  Confirm Email Address

**Child's Details**


First Name  Surname  DoB dd/mm/yyyy

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

 **Parents' Evening**  
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Continue

Date: 24/01/2013 Time: 16:00 - 20:30

**Step 2: Select Parents' Evening**

Click the green tick to select the parents' evening you want to make appointments for.

Dr J Lebon Class 8E L7 No Appointment	
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

**Step 3: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

**Confirm & Add Message**

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

67 characters left

**Step 4: Make Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

**All Finished!**  
Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

**What's Next?**  
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

**Step 5: Finished**

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

**Home** | **Appointments**

Print Appointments

Select Evening	Your Appointments	Parents' Evening
Parents' Evening 24/01/2013	16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25	This parents' evening is the school via the main for the Main Hall where Parking is available in the

[Add/Edit/Delete](#)

**Viewing/Editing/Printing Appointments**

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.