



Prior's Mill C of E Primary School  
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*The smallest of all seeds becomes the largest of the garden plants*

29<sup>th</sup> September 2022

Dear Parents and Carers

## Parent Consultation Evenings

**Tuesday 11<sup>th</sup> October and Wednesday 19<sup>th</sup> October 2022**

We are delighted to invite you to our parent consultation evenings on the 11<sup>th</sup> and 19<sup>th</sup> October 2022, these will take place between 3.10pm until 6pm and are 10 minute appointments. The consultation meeting will enable you to meet with your child's class teacher and share any concerns/issues that you may have; the teacher will provide you with a progress update for your child and share with you your child's targets for the coming term and a projected target for the remainder of the academic year. There will also be an opportunity to view your child's books.

The school continues to use an online appointment booking system. This allows you to choose your own appointment time with the class teacher, you will receive an email confirming your appointment.

In KS2 building we will have in attendance Mrs Hanson, our Pupil Welfare Officer, Alliance Counselling staff and staff from Northfield Secondary School, please speak to them if you have any further concerns or seek advice regarding your child.

**Appointments will go 'live' on Monday 3<sup>rd</sup> October 2022 from 8am and will remain open until 3pm on Friday 7<sup>th</sup> October 2022.**

Please visit <https://priorsmillce.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

You will need the following information when you login into the system:

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

Student's Surname

Student's Date of Birth

Please note that appointments are available for pupils in Reception to Year 6.

Appointments are not available to children in Nursery, if you have any concerns please speak to their class teacher.

If you do not have access to the internet, please contact the school office and request a member of the teaching staff to get in touch with you.

Kind regards

Miss K Huddart



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Acting Headteacher

## Parents' Guide for Booking Appointments

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

Welcome to the 'Green' policy parents' evening booking system. Appointments can be booked via the system from the email confirmation - please ensure your email address is correct.

**Your Details**

Title	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

**Student's Details**

First Name	Surname	Date Of Birth
Ben	Abbot	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.

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.



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**Choose Teachers**

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

Ben Abbot

<input checked="" type="checkbox"/> Mr J Brown SENCO	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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[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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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.

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 Monday, 13th September  
2 appointments from 16:00 to 16:45 Video call

September Parents Evening Monday, 13th September  
2 appointments from 15:30 to 16:45 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*.