

# Parents Evening Information

<https://codsallms.parentseveningsystem.co.uk>



Each year group has two Parents' Evenings during the course of the school year, although parents are always welcome to contact school at other times to talk about areas of concern.

The School uses an on-line appointment booking system for Parents' Evenings whereby parents are able to choose their own appointment times from any internet connected device. The system has been set up to allow as many parents to see the teachers they wish by allowing a maximum of 6 appointments. In order for this to work efficiently we recommend you make appointments for members of staff where you have a particular concern or question regarding your child's progress. Owing to increased pupil numbers we have to limit interviews at Parents' Evenings to five minutes with each teacher for all years.

The web address is <https://codsallms.parentseveningsystem.co.uk>.

A link to a short guide on using the system will be sent to parents along with their parents evening letter notifying them when the system is open for booking appointments via text message. A copy of the guide is also available on our website (this may differ slightly if bookings are made on a mobile device).

## **Parents Evening dates for 2019/2020:**

Year 5 & 7 Autumn Interim Report Evening – Wednesday 4<sup>th</sup> December 2019

Year 6 & 8 Autumn Interim Report Evening – Monday 13<sup>th</sup> January 2020

Year 5 & 7 Spring Interim Report Evening – Monday 23<sup>rd</sup> March 2020

Year 6 & 8 Spring Interim Report Evening – Wednesday 1<sup>st</sup> April 2020

If you experience any technical difficulties with logging in, then please see our frequently asked questions below or contact the school by emailing [office@codsall-middle.staffs.sch.uk](mailto:office@codsall-middle.staffs.sch.uk).

## **Parents Evening System Frequently Asked Questions:**

**I don't have access to a computer so how do I make bookings?**

Parents without any internet access should contact the school office for assistance on booking appointments on their behalf.

**I can't log in as it says it can't find my details. What do I do?**

When parents enter their name, their details are checked against the school's management database and therefore need to match. It may be that the school database has an initial for the first name instead of the full first name. We have also limited the Parents Booking System to priority 1 and 2 parent contacts. Do contact school to verify your details if need be or request for appointments to be made on your behalf.

**Why can't I see ALL my child's teachers at the Parent's Evening?**

Although your child has more than 6 subject teachers, only 6 bookings can be made. In order for this to work efficiently we recommend you make appointments for members of staff where you have a particular concern or question regarding your child's progress.

**Why is the system telling me that the evening/event is locked?  
How will I know when it will be unlocked?**

Parents will receive a link to a letter on our website, when the reports go live on Go4schools, providing information about booking details. A reminder will also be given when the system opens, along with reminders about the latest opportunity to be able to book.

**How long will I have to talk to each teacher?**

All parents will be able to book 5 minute time slots with each teacher. The system builds in a 5 minute transfer time between each appointment to allow for any slight delays that may occur throughout the evening.

**I really need to see a particular teacher but there are no available times. What can I do?**

We advise that you contact school via email to explain that you are unable to get a particular appointment. Your request will then be passed on to the relevant teacher.

Alternatively, if you have any concerns, remember you can phone or email at any time. There is no need to wait for Parents' Evening.

## **I have made appointments, but I now unable to make the times. Can I change my appointments?**

Parents can change or cancel their appointments at any time whilst the booking system is still open by clicking on the link in their confirmation email. If you have not received a confirmation email, log back in to the Parents Evening System website as before. Please use this feature if you cannot attend an appointment as it will free up time slots for other parents to book. Once bookings have closed, please contact school to advise that you cannot attend an appointment, as again it will free up time slots for other parents to be booked in by our administrator.

## **How do I make appointments when I want to see the teachers of both my twins/siblings?**

When a parent of twins/siblings logs in, they are able to make appointments for both of their children at the same time (as long as the school has them as a priority 1 or 2 contact in the school management database). It does not matter which child's details they log in with as they will be able to see the teachers of both children. Parents will be able to book up to 6 appointments for each child's teachers. Alternatively, if both children are in the same classes, it can be advantageous if both parents of the children log in so they can book appointments back to back with the same teachers to avoid a 5 minute movement slot in between.