



Ely St Mary's C of E Junior School

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(Absence, Dinners, Uniform, Clubs, Medicines, Contact Details, School Pick-up)

Website: www.elystmarys.org.uk

Wednesday 20th October 2021

Dear Parents/Carers,

PARTNERSHIP CONSULTATION MEETINGS

We feel that it is important to offer you the opportunity of meeting with your child's class teacher – the more so given the impact of the Coronavirus pandemic on children's education over the last 18 months - and we have therefore scheduled our Autumn Partnership Consultation Meetings for **Tuesday 2nd November and Wednesday 3rd November between 3.50pm and 6.10pm.**

This is an opportunity for you (one family member only, please) to meet with your child's class teacher. We hope that you will be able to come along for a discussion, to review the progress that your child is making, to celebrate his/her successes, and to share any concerns that you or we may have. We feel that these meetings are an important part of our continuous communication between home and school and look forward to your being able to attend.

In light of the current circumstances of the Coronavirus pandemic, and with the safety of the school community in mind, we are adjusting our organisational arrangements as follows:

- All parents/carers are requested to leave the school site with their children at the end of the school day on each of 2nd and 3rd November, **one adult only per child** then to return a couple of minutes before their booked appointment times.
- Please use the hand sanitizer which will be available en route to the classrooms.
- Appointments will, of necessity, run to time. Parents/carers should therefore be prepared to stick to their 10-minute appointment start/end times, and latecomers may be asked to re-arrange.
- Meetings will take place in the classrooms, and only the class teacher and one parent/carer will be inside the classroom at any one time, socially distanced. St Mary's health and safety protocol will apply. The next parent/carer is requested to **please wait outside until the teacher calls them in, and to dress appropriately for the weather, as no internal waiting areas will be available.**
- Meetings will be between the class teacher and one parent/carer only. On this occasion we are not inviting children to attend, and would therefore ask that you make any necessary childcare arrangements.
- Attending parents/carers are **requested to wear face coverings throughout their meetings.**
- Parents/carers should enter and exit the school site using the one-way systems which are in place for drop-off and pick-up times, and should make their way around the perimeter of the school on arrival, to the external door of their child's classroom.
- **In the event that a member of your household has Coronavirus on the day of your appointment, we request that family members do not attend** and a telephone appointment be made instead.
- **In the event that case numbers are high in a particular cohort, we also reserve the right to move appointments for that class/ year group onto telephone** and will notify you of such changes as soon as possible.
- **If you would like a telephone appointment instead of a face to face consultation, please indicate this in the "message to teacher" section of the booking form (including the phone number you would like to be contacted on).**

We will once again be using an online booking system - instructions can be found below.

The system will go live for all year-groups on Thursday 21st October 2021 for:

- Year 3 at 9.00am
- Year 4 at 09.30am
- Year 5 at 10.00am
- Year 6 at 10.30am

Access is staggered in order to avoid a system overload. Bookings for each of the evenings will close at 8am on the relevant Consultation day.

Please visit the following website (<https://elystmarys.parentseveningsystem.co.uk>) to book your appointment(s). If you do not have access to a computer, or experience any difficulty in making your booking, please contact the School Office once bookings have gone live, and Office staff will be happy to help you.

The time allocated for consultations is, regrettably, short. If you feel now, or at any time, that you require a longer conversation with your child's teacher, you need only contact the school for a convenient telephone appointment to be made.

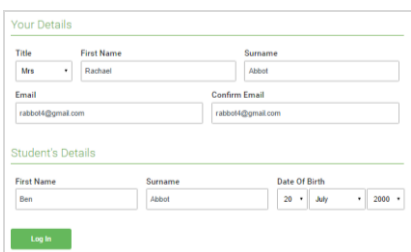
Yours sincerely,

Miss Rachel Clarke
Interim Headteacher

Parents' Guide for Booking Appointments Parents' Guide for Booking Appointments

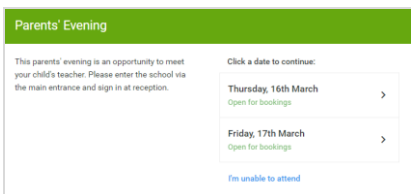
Browse to <https://elystmarys.schoolcloud.co.uk>

Step 1: Login



The screenshot shows a login form with two main sections: 'Your Details' and 'Student's Details'. In the 'Your Details' section, there are input fields for Title (a dropdown menu with 'Mrs' selected), First Name (containing 'Rachael'), and Surname (containing 'Abbot'). Below these are fields for Email (containing 'rabbot4@gmail.com') and Confirm Email (containing 'rabbot4@gmail.com'). The 'Student's Details' section has fields for First Name (containing 'Ben'), Surname (containing 'Abbot'), and Date Of Birth (with a date picker showing '20' for the day, 'July' for the month, and '2000' for the year). A green 'Log In' button is located at the bottom left of the form.

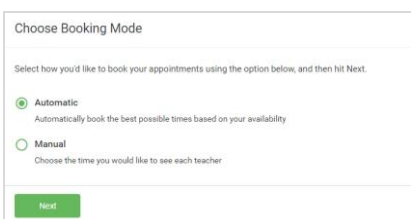
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.



The screenshot shows a page titled 'Parents' Evening'. It contains a paragraph of text: 'This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.' To the right, under the heading 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and the text 'Open for bookings' below it. At the bottom, there is a link that says '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*.



The screenshot shows a page titled 'Choose Booking Mode'. It contains the text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. Under 'Automatic', it says 'Automatically book the best possible times based on your availability'. Under 'Manual', it says 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom.

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

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 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. 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 McNamara	Andrew	French L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

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 (Step 5b).

	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			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

Step 5b (Manual): 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. You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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.

My Bookings

View 11 Bookings

This page lists all of your bookings in one place. Please check the school calendar and follow the agenda for the day to ensure you are attending all appointments. You can also click on the name of the teacher to view their profile.

Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	English E6
16:40	Mr J Brown	Ben	English E6
16:50	Mr J Brown	Andrew	English E6
17:00	Mr J Brown	Ben	English E6
17:10	Mr J Brown	Ben	English E6
17:20	Mr J Brown	Ben	English E6
17:30	Mr J Brown	Ben	English E6
17:40	Mr J Brown	Ben	English E6
17:50	Mr J Brown	Ben	English E6
18:00	Mr J Brown	Ben	English E6

Step 6: 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*.