



Heygarth Primary School

Heygarth Road
Eastham
Wirral
CH62 8AG

Telephone: 0151 327 1570

Email: schooloffice@heygarth.wirral.sch.uk

Website: www.heygarth.wirral.sch.uk

HeygarthPrimarySchool @HeygarthPS

Headteacher: Mrs Hazel Beamish

"Learning and Achieving Together for Life"

21st February, 2024

Dear Parents & Carers,

Parents' Evenings & Open Classrooms - March 2024

Once again, we offer parents an opportunity to talk informally to their child's teachers about work, standards, attitude, behaviour, success, challenges, and areas for development.

In response to parent feedback, Open Classrooms will take place before Parents Evenings this term except for F2 Apples and Cherries, who will be having parents' meetings in the classroom and therefore no Open Classroom.

'Open Classrooms' will take place during week commencing Monday 4th March offering you the opportunity to come into school, to look at your child's books with your child and share with them the progress they have made this year so far. Each year group is offering the following times.

Year 1:	Monday 4 th March 9:00am or 3:00pm
Year 2:	Monday 4 th March 9:00am or 3:00pm
Year 3:	Wednesday 6 th March at 9:00am or 3:00pm
Year 4:	Wednesday 6 th March at 9:00am or 3:00pm
Year 5:	Friday 8 th March at 9:00am or 3:00pm
Year 6:	Friday 8 th March at 9:00am or 3:00pm

We request that parents only attend one session and that only one parent attends and younger siblings are unfortunately not permitted as classrooms will be full and there will be no room for small children or prams/pushchairs.

Your child's class teacher will then be available during week beginning 11th March 2024 - please check the dates on their appointments carefully.

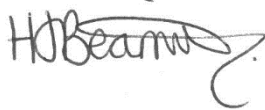
Parents' Evenings will be virtual again this term, **except** for Miss Jackson, Miss Franklin, and Miss Williamson - these will be on site.

To book an appointment with your child's teacher, please follow the guide on the following page. Bookings will open on Thursday 22nd February 2024 at mid-day and will close on Friday 8th March 2024 at mid-day. If you have any problems with the booking process, please email the school office.

We do keep records of attendance at Parents' Evenings, as we feel your children really benefit from your involvement. The times are allocated carefully, and the teachers are very busy. Please try to attend at the appropriate time and remember that other parents are waiting. We apologise if we keep you waiting, but it is because the teachers are talking to other parents!

We look forward to welcoming you into school to visit your child's classroom and look at their books and learning as well as the opportunity for a formal Parents Evening appointment with your child's class teacher.

Yours sincerely,

A handwritten signature in black ink that reads "Hazel Beamish". The signature is written in a cursive style with a long, sweeping tail that loops back under the name.

Mrs Hazel Beamish
Headteacher

Parents' Guide for Booking Appointments

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

The screenshot shows a form with two sections: 'Your Details' and 'Student's Details'. Under 'Your Details', there are fields for Title (Mrs), First Name (Rachel), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). Under 'Student's Details', there are fields for First Name (Ben), Surname (Abbot), and Date Of Birth (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.

The screenshot shows a page titled 'September Parents Evening'. It includes a green header, a paragraph of text explaining the event, and a section titled 'Click a date to continue'. Two dates are listed: 'Monday, 13th September' (in-person & video call) and 'Tuesday, 14th September' (in-person). There are 'Open for bookings' links for each date and a link for '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 form titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two options: 'Automatic' (selected) and 'Manual'. The 'Automatic' option says 'Automatically book the best possible times based on your availability'. The 'Manual' option says 'Choose the time you would like to see each teacher'. There is a 'Next' button 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.

The screenshot shows a form titled 'Choose Teachers'. It includes a paragraph of text and a section titled 'Choose earliest and latest times'. Below this is a horizontal slider with markers at 14:00, 14:36, 15:24, 16:12, and 17:00. The slider is currently set to 14:00 - 17:00. Below the slider, it says 'Your availability: 14:00 - 17:00'.

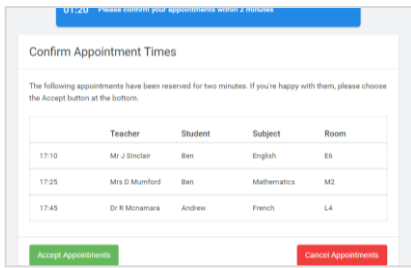
Step 4: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

The screenshot shows a form titled 'Choose Teachers'. It includes a paragraph of text and a section titled 'Ben Abbot'. Below this are two teacher selection boxes: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class T1A). Both boxes have a green checkmark. There is a 'Continue to Book Appointments' button at the bottom.

Step 5: Choose Teachers

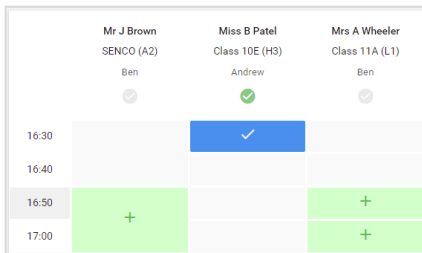
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



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.

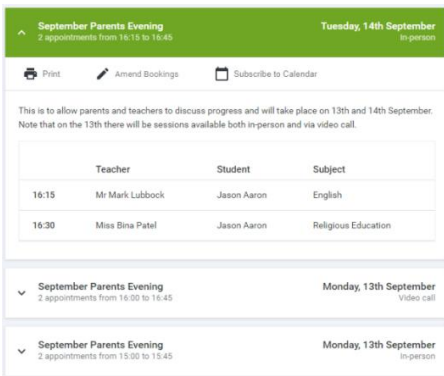


Step 7: Book Appointments

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.

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.



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*.