



Fairlands Middle School

We Collaborate, Achieve & Belong

29 February 2024

Dear Parent/Carer

We would like to invite parents of pupils in Years 5, 6 and 7 to discuss your child's progress with their individual subject teachers at our forthcoming Parents Evenings. The evenings will run with face to face appointments. We have three sessions on:

Monday 18th March, Thursday 28th March and Thursday 18th April – all between 4.30pm and 7.00pm.

We will be using our online booking system for this event; this will allow you to book your own appointment times with up to six teachers of your choice. Appointments will be restricted to five minutes per teacher. Please note this is on a first-come, first-served basis.

Please note, Year 5 parents may book a 10-minute appointment with your child's class teacher, which will provide an opportunity to discuss multiple subjects. Parents who have pupils in Miss Brown's English classes will be able to book a virtual appointment. Appointments with Miss Brown are available on 2 alternative dates, which are: -

Tuesday 26th March and Tuesday 16th April – between 5:45pm and 7:00pm.

Appointments will not be available outside these times, so it is imperative that bookings are made within the time window below; the earlier you book, the more choice you will have.

To make your bookings, please go to <https://fairlandsmiddle.parentseveningsystem.co.uk> – a link to the booking site can be found on our school website. Full instructions for booking appointments are attached. Please note, if your child has a class with a 'shared teacher', you are requested to only book one appointment with one of the teachers (i.e. one appointment per subject).

The system will be available for bookings from Monday 4th March at 12noon, until Sunday 17th March at 6pm.

If you have any difficulties using the online system, please do not hesitate to contact the school, preferably by email to office@fairlandsmiddleschool.co.uk. If you are unable to access the internet, please phone the school office on 01934 743186.

Yours sincerely,

Martin Davis
Assistant Headteacher

Fairlands Middle School

A: Masons Way, Cheddar, Somerset, BS27 3PG

E: office@fairlandsmiddleschool.co.uk

W: www.fairlandsmiddleschool.co.uk

T: 01934 743186

Parents' Guide for Booking Appointments

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:

Step 1: Login

Please fill out all the details on the page. Provide an email address and a confirmation of your appointment will be emailed to you.

Please use your child's "preferred" forename that matches our records.

Step 2: Select Year 8 Parents Evening

Click the green tick to select the evening you want to make the appointment for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green.

Click on the 'Continue' button to proceed.

Dr J Lebon Class 8E L7	
	No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally, enter a short note to the teacher to help structure the appointment or highlight any specific matters.

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

16:10 [Book](#)

Confirm & Add Message

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

67 characters left

Step 5: Finished

You will receive an email confirmation of your appointment. If you would like to send the school feedback about this system, click on "Send Feedback".

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