



St. Peter's
Catholic Primary School

15 Augusta Place
Royal Leamington Spa
CV32 5EL

Headteacher: Miss T. McNamara

Tel: 01926 427497

Email: admin3542@welearn365.com

Web: www.st-peterscatholic.warwickshire.sch.uk

Monday 27th February 2017

Dear Parents and Carers,

Parents' Evening approaches and we would like to make an appointment for you to meet with your child's teacher on **Tuesday 7th March or Wednesday 8th March from 4pm to 7pm**. Parents' Evenings are an opportunity for you to come along and talk to your child's teacher in order to see how they have progressed so far during this academic year. In response to your feedback, we hope to give you a really accurate report of where your child is at in their learning journey, what their next steps are and how you can best assist them in their learning. We hope this helps you to understand the progress that they are making more clearly.

We are again using the online booking system as we have found it much easier for you as parents to choose a slot that is convenient to you, bookings will close at 23.55 hours on 3rd March. To book your appointment, please visit: <https://stpeterscatholic.parentseveningsystem.co.uk>

You will need to fill out your details to be able to book your slot. The instructions have been printed onto the reverse of this letter. If you have any problems, or are unable to access the internet please see Mrs. Rowberry in the office any morning and she will help.

Best wishes,

A handwritten signature in black ink that reads "T. McNamara". The signature is stylized and cursive.

Miss T. McNamara
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://stpeterscatholic.parentseveningsystem.co.uk/>

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. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

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

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

 Continue

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

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

Ben

Mr M Lubbock - Class 9A

Claire

Mr T Smith - Class H

James

Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

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 |
| 16:20 | Book |
| 16:25 | Book |
| 16:30 | Busy |
| 16:35 | Book |
| 16:40 | Book |

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

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

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.