



**St White's Primary School**

*Challenge, Commit, Conquer and Celebrate*



Thursday 23<sup>rd</sup> September 2021

Dear Parents/Carers,

Re: Parent Evening Autumn Term

I am writing to invite you to attend our Parent Evenings, which are being held on Tuesday 5<sup>th</sup> October and Thursday 7<sup>th</sup> October 2021 from 3.30pm until 6pm. This is an important evening and provides you with an opportunity to discuss how your child has settled back into school and their progress with the class teacher.

This year, we are giving parents the option to have a 10-minute meeting with the teacher either face to face or online through Microsoft Teams. We will be using our parentmail system which will allow you to select your time slot. Once you have selected your time slot, you will be able to add a note where you can let us know which option you would like (Microsoft teams or face to face). If you select Microsoft teams please email [parentevening@stwhites.gloucs.sch.uk](mailto:parentevening@stwhites.gloucs.sch.uk) to confirm your email address, an invitation can be sent to you ahead of the meeting.

You will be able to book your parent evening time slots from tomorrow morning at 8 am. It will be on first come, first served basis so book your preferred time slot quickly. We will only be offering 1 appointment per a child to allow everyone the opportunity to book a time slot. Instructions on how to book your time slot on parentmail and setting up for Microsoft Teams are included below.

If you have any questions or require help please do not hesitate to contact the school office and we will be happy to assist you.

Yours Sincerely,  
Mrs Clare Tilling

Sneyd Wood Road, Cinderford,  
Gloucestershire, GL14 3GD  
Tel: 01594 822311

[admin@st-whites.gloucs.sch.uk](mailto:admin@st-whites.gloucs.sch.uk)  
<http://www.st-whites.gloucs.sch.uk>  
[www.facebook.com/stwhitesprimary](https://www.facebook.com/stwhitesprimary)



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towards Artsmark  
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school."  
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### How do I book my parents' evening appointment online?

You will be able to book Parents' Evening online through your ParentMail Account or through the free ParentMail App. If you have received an invitation to book parents' evening, it will appear as a notification in your feed.



Once you have opened the invitation, you will be presented with the parents' evening booking form. This will tell you further information about parents' evening – such as the location, the dates and the "session status". You will not be able to book your parents' evening appointment unless the status shows as "Accepting Bookings".

If you are able to book Parents' Evening now, select the date you would like to book. You will be able to see this by using the drop down box.

Once you have selected the date, please click 'View/Book Appointments'; here you will be able to view the available appointments to book, with the times and teacher available. To book an appointment, simply click on the slot in question, then click on an available time to book. You will only be able to select the appointments which are available.

You will be able to add a note for the teacher by clicking on a booked time slot then clicking 'Add Note'.

Book Appointment Times	
You are looking at your times list for 'May Parents Evening - Year 5' - 25/05/2015 - regarding James Brierley	
17:00 Available	Book
17:15 Available	Book
17:30 Unavailable	
17:45 Available	Book
18:00 Available	Book
18:15 Available	Book
18:30 Available	Book
18:45 Available	Book

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<http://www.st-whites.gloucs.sch.uk>  
[www.facebook.com/stwhitesprimary](https://www.facebook.com/stwhitesprimary)



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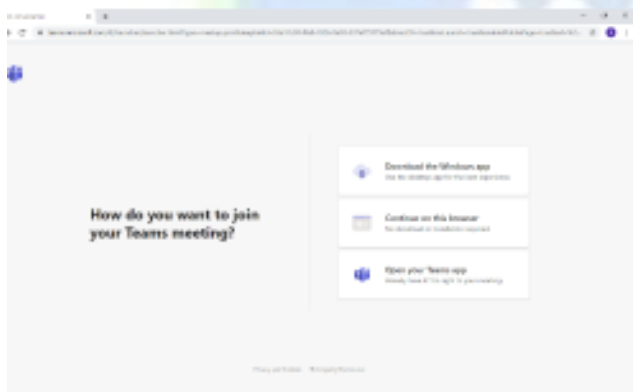
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### Setting up Microsoft Teams

If you select Microsoft Teams as the platform you would like to use for the meeting, please email your email address to [parentevening@st-whites.gloucs.sch.uk](mailto:parentevening@st-whites.gloucs.sch.uk).

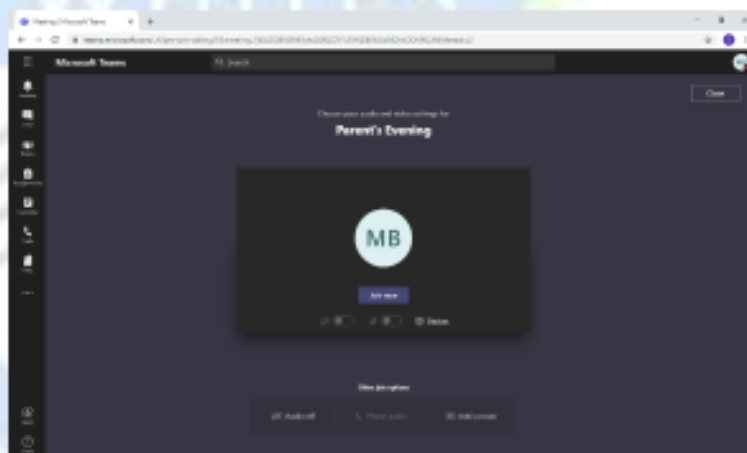
You will receive a Microsoft teams invite from your child's class email. You will need to click on the link provided in the calendar invite and this will automatically take you to the team's software.



If you are viewing the meeting on a computer/laptop, when clicking the view, it will ask you how you would like to join the meeting, please select 'continue on this browser'. It will take you to another page.

Click 'Join now'. Remember to unmute your microphone and turn on your camera if you wish. You will be waiting in a virtual lobby until the teacher adds you in so please be patient.

If you are viewing the meeting on a tablet/iPad or smartphone, please download the Microsoft team's app and follow the same instructions above.



Please contact the school office if you have any issues or questions.

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Sneyd Wood Road, Cinderford,  
Gloucestershire, GL14 3GD  
Tel: 01594 822311  
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<http://www.st-whites.gloucs.sch.uk>  
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