



**WHITMINSTER ENDOWED C OF E PRIMARY SCHOOL**  
A FAMILY, A FOUNDATION, A FUTURE

School Lane  
Whitminster  
Glos  
GL2 7PJ  
Telephone: 01452 740406  
[admin@whitminstercofe.gloucs.sch.uk](mailto:admin@whitminstercofe.gloucs.sch.uk)  
[www.whitminstercofe.gloucs.sch.uk](http://www.whitminstercofe.gloucs.sch.uk)  
Head Teacher: Miss A Parry-Jones

28<sup>th</sup> February 2025

Dear Parents/Carers

**Parents Evenings Wednesday 12<sup>th</sup> March and Thursday 13<sup>th</sup> March – In school, face to face appointments**

We are pleased to hold a face to face, in school parents evening in March. This will be an opportunity to discuss your child's learning with the class teacher and have a look through your child's work.

We are using our text and e-mail provided Teachers2Parents system to book a **10-minute** appointment. Any longer discussion needs to be arranged for a different date. Please see the attached information for parents and a summary below of how to book your time slot. If you are bringing your child with you, please ensure they are supervised at all times and do not use the playground or the play equipment. Staff at Atlas After-School club cannot be responsible for any children not booked into their club.

Appointments for Mrs Read and Mrs Tidmarsh will be on **WEDNESDAY ONLY**. All staff will be meeting in their classrooms. Trays of children's work will be left in the hall for classes 1 and 2. Please wait outside the classroom when it is your allotted time. Classes 3 and 4 will have their work left outside their classrooms. Please wait in the lobby area outside classes 3 and 4.

Appointments can be made from today, 28<sup>th</sup> February and will close on Tuesday 12<sup>th</sup> March at 2pm. Should you wish to make any changes after this date please contact the school office.

Yours sincerely,

Miss Parry-Jones

Head Teacher



## Booking via a Laptop or PC

Firstly, the school will send an email invitation for you to book your parents' evening session. This will contain a unique web link that enables you to book online.

Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).

Next, you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Click on **Please Choose** to select a date and time.

Select an available time slot by clicking the yellow **Book** button beside it. Any **Unavailable** slots will have already been taken.

When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.

When you confirm your booking, you will see the selected time in green.

## Remove a booking via a Laptop or PC

To unbook a slot, return to the page with the dates and times you have booked. Click the green **Booked** button on the time you wish to unbook.

On the list of dates and times click the green **Booked** button and confirm on the pop-up that you wish to unbook the slot. Once you have un-booked the slot you can follow the steps in this guide to book another.

## Booking via a Mobile Device

Firstly, the school will send an email and/or SMS invitation for you to book your parents' evening session. These will contain a unique web link that enables you to book online.

Clicking the link will take you to a web page asking for your child's first name. Enter the name and click **Confirm** to continue (if you have more than one child at the school, enter any of the names to access booking for all their appointments).

Next you will be shown how many bookings you must choose. Each child will be listed along with their teacher and form. Press the **Yellow Arrow** to select a date and time.

Select an available time slot by clicking the **Yellow Arrow** beside it. Any 'Unavailable' slots will have already been taken.

When you have selected a time, the school may have chosen the option allowing you to add any notes you would like the Teacher to see ahead of the meeting. Click **Book** to confirm it or **Cancel** to select a different time.

When you confirm your booking, you will see the selected time in green.

## Remove a booking via a Mobile Device

To unbook a slot, return to the page with the dates and times you have booked. Click the **Yellow Arrow** on the time you wish to unbook.

On the list of dates and times press the red **X** to remove the slot.

Then press **Remove Booking** to confirm. Once you have un-booked the slot you can follow the steps in this guide to book another.



