



Executive Headteacher: Dr C Wilson
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7th May 2021

Dear families,

Parents' Meetings

We would like to invite you to a consultation with your child's class teacher on either **Wednesday 26th May between 3.30pm and 7.00pm or Friday 28th May between 1:30pm – 4:00pm.**

Parents' meetings are more imperative than ever this year. With pupils missing substantial amounts of time out of school due to lockdown and returning to school differently, it is vital you attend to discuss where your child is academically and how you can help.

Please note:

All appointments will be for 9 minutes, to allow staff time between appointments to enable them to clean down and sanitise between meetings. Staff will be wearing a visor. We would ask that you enter school through the gate that your child enters every morning and arrive no earlier than 5 minutes before your meeting. We will be asking you to wait outside the classroom adhering to social distancing. Please wear a mask to your meeting. Where possible we would discourage pupils/children attending.

We will be offering appointments online through Parents Bookings. Appointments can be made through the website at <https://parents-booking.co.uk/firtree>. **The booking system will open at 6:30pm on 12th May and will close at 12noon on 25th May.** If you are unable to book your appointment online then you may still contact the office, but please note that we will be unable to book your appointment for you until after the bookings have opened to all parents on 12th May at 6:30pm. We cannot reserve appointments in advance of the opening date.

Please refer to the following pages for instructions on making your booking. Thank you for your support and we look forward to seeing you.

Yours sincerely

Lindsay Wood

Associate Headteacher

Making a Parent Booking for Parent Consultations

Follow the link below to access the booking system. **The booking system will open at 6:30pm on 12th May and close at 12noon on 25th May:**

<https://parents-booking.co.uk/firtree>

To log in you will be asked to enter your details: Parent Surname, Parent Email Address, Child's First Name, Child's Surname, and Child's Date of Birth.

These fields are not case sensitive. Your child's Date of Birth should be entered in the format **dd/mm/yyyy**. Please use your child's legal names and not nicknames or shortened versions.

Once you have successfully logged in, you will see the parents' evenings available to you, as shown in the example below:

Parent-Teacher Meetings					
Name of Group	Parents' Evening	Date	Start	End	
Autumn Term	Year 6 Maths & English Consultation Evening 10th Dec 2020 ★ Suggest Bookings For Me ☛ Make Bookings For Myself	10/12/2020	16:00	19:00	

You can then choose either 'Suggest Bookings for Me' or 'Make Bookings For Myself' (as indicated by the green arrow above). Follow the on-screen instructions to book your appointments.

Please use the '**Change Child**' link at the top of the page to alternate between siblings.

Suggest Bookings For Me – Screen Example:

AVAILABLE Mr Joe Vickers Maths 40 slots left at 5 minutes each	AVAILABLE Mrs Carole Jarvis English 35 slots left at 5 minutes each
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When are you able to attend?

Day 1

Thursday 10 Dec 2020
(Comfort Break : 17:30 - 17:35)

Arrive Depart

[Make my bookings for me](#) 

Make Bookings for Myself – Screen Example:

Year 6 Maths & English Consultation Evening 10th Dec 2020 10/12/2020

6 Beech			
Mr Joe Vickers		Mrs Carole Jarvis	
Time	Duration	Action	Status
16:00	5 mins	<button>Book</button>	AVAILABLE
16:05	5 mins	<button>Book</button>	AVAILABLE
16:10	5 mins	<button>Book</button>	AVAILABLE
16:15	5 mins	<button>Book</button>	AVAILABLE
16:20	5 mins	<button>Book</button>	AVAILABLE

Your appointments

You have no appointmen

[Booking instructions](#)

[Print your bookings](#)

[Email your bookings](#)

[Cancel all bookings](#)

Once you have booked your appointments, use the available options on the screen to Print or Email your bookings, if required.

If you make a mistake or change your mind, you may cancel your booking by going back to the system and following the 'cancel booking' instructions.

If you have any issues with your booking then please email the school office at
office@firtree.newburyacademytrust.org