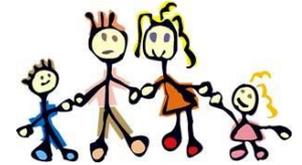




# Bridgewater Primary School

## Termly Learning Conferences



November 2016

### Parents' Guide for Booking Appointments

In order to book your child's TLC online, simply log onto the website and follow the step by step guide below. If you have any problems with booking, please pop to the school office for assistance or email [office@bridgewaterprimary.net](mailto:office@bridgewaterprimary.net). If you have any queries or concerns after this initial time then please just see your class teacher for support in booking a time. Instead of inputting your child's class name, you can now use their date of birth. The appointment dates are shown on the booking system when you log in.

We hope that you find this system easy to use and would appreciate any feedback; both positive and for ways forward!

<https://bridgewaterprimaryschool.parentseveningsystem.co.uk/>

Please book siblings at the same time, so that the appointment times suit you. If the option of, 'Book Appointments For Another Child', does not show up when you've finished booking your first child's appointment, then please try logging in again with their name on the log in page in the 'Child's Name' section or login with the name of their other parent. This will not delete your other child's appointment.

If you wish to edit or delete an appointment, then you must login to the system using the name of the child whose appointment you wish to edit or delete.

Once you've chosen a time for your child, you have the opportunity to send a message to the teacher. You don't have to write anything in this box if you do not want to.

As there are only enough appointments for one TLC per child, we would encourage parents to come to the TLCs together. If however your circumstances mean that you require two appointments, then the second appointment would need to be made separately with the child's class teacher by the parent concerned.

There is an option on the booking system to contact the school. These messages will be received by the school office who will try to reply as quickly as possible to any queries or comments.

# How to book your TLC: A Step by Step Guide:

**Bridgewater Primary School**

### Termly Learning Conference System

Welcome to the Bridgewater Primary School Termly Learning Conference 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

After clicking on the above link, 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: e.g. 29.05.2006

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.

Home Appointments

### Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes you wish to see.

Class 4E Dr J Lebon

## Step 3: Check Teachers

Your child's teachers will appear.

Click on the Continue button to proceed.

Dr J Lebon	
Class 8E	
L7	
No Appointment	
16:00	<a href="#">Book</a>
16:05	<a href="#">Book</a>
16:10	<a href="#">Book</a>
16:15	Busy
16:20	<a href="#">Book</a>
16:25	<a href="#">Book</a>
16:30	Busy
16:35	<a href="#">Book</a>
16:40	<a href="#">Book</a>

## Step 4: Make 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. Repeat this for all the teachers you wish to see.

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

No Appointment

16:00 [Book](#)

16:05 [Book](#)

16:10 [Book](#)

### Confirm & Add Message

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

I would like to discuss how Sarah can improve on her recent test results.

67 characters left

17:10 [Book](#)

**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](#)   [Book Appointments for Another Child](#)   [Logout](#)

## Step 5: Finished

After booking all of your appointments, you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home   Appointments

Print Appointments

Select Evening

Parents' Evening  
24/01/2013

Your Appointments

16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pinkney - Geography (H5)	
16:25		
16:30	Mr J Atkinson - English (E5)	
16:35		
16:40	Mr A Gray - French (L2)	
16:45		
16:50	Mr K Jacobs - History (H6)	
16:55		
17:00	Mrs L Vernon - Mathematics (M4)	
17:05		
17:10		
17:15		
17:20		
17:25		

Parents' Evening  
This parents' evening is the school via the main for the Main Hall where Parking is available in tr  
Date: 24/01/2013

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.