

Our Ref:
Your Ref:
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Date: Tuesday, 09 March 2021



Education and Families

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Dear Parent/Carer

PARENTS' NIGHT – MARCH 2021

As you will no doubt be aware, we normally offer two Parents' Nights (November and June) in the school year as well as our interim report in October and a more detailed report in March. Under the current circumstances and, given that we will only have had our P4-P7 in school from 15th March, I have decided to slightly change the order of things. We will now offer:

- **March 2021** – A further telephone appointment
- **June 2021** – A final written report (this will give Class Teachers more of a chance to assess each child and identify next steps following the return to school).

The arrangements will be as follows:

- Parents' Night will take place on **Wednesday 31st March 2021** from 3:30pm – 9pm.
- Appointments will be made in the usual way, using the Parents' Night Booking Platform (online). Please follow the instructions within this letter.
- Each appointment will last 8 minutes and Teachers will be instructed to stick to this time limit so as not to keep the next appointment waiting. If you require further information or discussion after this, we can make a separate appointment.

HOW WILL THINGS WORK ON PARENTS' NIGHT?

- We do not have enough telephone lines within the school and therefore, some Teachers will be calling from their own mobile phones. To protect their privacy, they will block their caller ID.
- Calls will either come from an 0845 or 01698 (school) or blocked (mobile) number.
- Teachers will call at the arranged time. If there is no answer, they will not leave a message but will call again straight away. If there is still no answer, they will assume you are unavailable.
- You will be unable to return a missed call and should contact us the following day if you wish to re-arrange your missed appointment.



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HOW TO BOOK AN APPOINTMENT

Go to <http://www.parents-booking.co.uk/stjohnpaulii>

When booking through the website, PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.

Login to see which appointments are available and select one that is convenient for you. You will need:

- Your title and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

The system is live from 6pm on Wednesday 10th March and will be open to take your bookings until Friday 26th March at 5.00 pm.

Once you have logged in, we suggest you use the 'Automated Booking Wizard' to make your appointments. You will be shown your child/children and their teachers, and asked to enter your availability. Our wizard will use this information to calculate the best order for your appointments, allowing you to navigate the teachers in the quickest and most efficient manner.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children

I do hope that you will be able to book an appointment with your child's Class Teacher. If you do not book one by Monday 29th March, we will assume that you do not require one. As with everything just now, things are a little more complicated! However, we are trying hard to ensure that you have opportunities to find out about your child's progress.

If we can be of any assistance, I am sure that you are aware that our staff are always willing to help. Please call us or email us if you need help with making an appointment.

With renewed good wishes,

Mr K. Thomas
Head Teacher