



Mornington Primary School

Mornington Crescent, Nuthall, Nottingham NG16 1RF

Headteacher: Carla Smith

T: 0115 975 7745

e-mail: office@mornington.notts.sch.uk

Website www.mornington.notts.sch.uk

2nd October 2023

Dear Parent/Carer,

Open afternoon

We would like to invite families into school prior to the parent review meetings to view their children's books and work from **3.00-3.45 pm on Monday 16th October**. This will be an opportunity for you to sit with your child and view their work within the classroom setting. Please note: The teachers will not be available to discuss your child's progress at this point as they will be still in charge of the class. Any questions or comments that you have can then be shared at the review meetings.

Parent/Teacher Review Meetings - online

These **online** meetings are designed for you to share in the learning journey for your child. There will be opportunity for you to have previewed your child's work, to discuss their progress and to set targets for them to achieve during the coming year and discuss how you can help.

You are invited to make an appointment with your child's class teacher on:

Tuesday 17th October 2023 between **3.30 and 6.30 p.m.** or
Wednesday 18th October 2023 between **3.30 and 6.30 p.m.**

We use the ONLINE BOOKING SYSTEM.

You can access the parent booking system via the following link:

<https://outlook.office365.com/owa/calendar/MorningtonPrimarySchool@morningtonprimary.org/bookings/>

- Choose your preferred **date**
- Choose the **class teacher** you wish to book to see from the drop-down menu.
- This will then show you the available time slots left.
- Choose your preferred time slot and fill in your contact details
- You will receive an email with the 'Teams' link in to access the meeting.
- If you have more than one child in school, we suggest leaving a gap between appointments.

Parents are expected to manage their own bookings and reduce teacher time spent organising appointments.

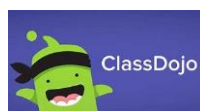
The booking window will be open from 4pm on Monday 2nd October to 4pm on Friday 13th October. Once the booking window has closed, you will need to see the class teacher to arrange a booking. If you experience any issues, please ask the office for guidance.

We look forward to seeing you.

Yours sincerely
Carla Smith
Head Teacher



INVESTORS IN PUPILS





Mornington Primary School

Mornington Crescent, Nuthall, Nottingham NG16 1RF

Headteacher: Carla Smith

T: 0115 975 7745

e-mail: office@mornington.notts.sch.uk

Website www.mornington.notts.sch.uk

How to use Bookings for Parents' Evening appointments

Overview

Bookings is an online tool that parents can use to book an appointment with their child's teacher. Bookings will provide parents with an email confirmation, a reminder email, the opportunity to add the event to their calendar, and create the online meeting that can be used to facilitate the appointment. Both the calendar event and the reminder email will include a link to the online meeting. Joining is as simple as clicking the link in the calendar event or reminder email. The online appointment will take place using Teams.

Booking your Parents' Evening Appointment

Click the link to access your school's Booking page. This is in the letter above.

Mornington Primary School

Autumn Parents' / Teacher Review Meetings
10 minutes

12 October with Kathryn Taylor

October 2021

Select staff (optional)
Kathryn Taylor

Mo	Tu	We	Th	Fr	Sa	Su			
				1	2	3			
4	5	6	7	8	9	10	15:30	15:40	15:50
11	12	13	14	15	16	17	16:00	16:10	16:20
18	19	20	21	22	23	24	16:30	16:40	16:50
25	26	27	28	29	30	31	17:00	17:10	17:20
							17:30	17:40	17:50
							18:00	18:10	18:20

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, Lond

Add your details

Name
Email
Address (optional)
Phone number (optional)

Please let us know if you have any special requests. Thank you.
Notes (optional)

Provide additional information

Do you wish to have your child's books sent home on to preview on Friday 9th October? These must be returned on Monday 11th October.
--select an option--

What is your child's name?

Book

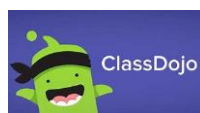
1. Select either Tuesday 17th October or Wednesday 18th October. These are the dates our Parents' Evenings will be held. Only these dates will be bookable.
2. Select your child's teacher using the **Select Staff** drop down menu.
3. Select an available time by clicking on it.
4. Enter your name and email address.
5. Provide additional information :
 - a. Your child's name
 - b. If you will be attending the open afternoon.
6. Click **Book** to conform your appointment.
7. A confirmation message will appear. Click **OK** to continue

The Bookings tool will take you to a confirmation page where you can see your booking details. Buttons provide the opportunity to reschedule or cancel the booking. You can

also create a new booking for another child in your household



INVESTORS IN PUPILS





Mornington Primary School

Mornington Crescent, Nuthall, Nottingham NG16 1RF

Headteacher: Carla Smith

T: 0115 975 7745

e-mail: office@mornington.notts.sch.uk

Website www.mornington.notts.sch.uk

Confirmation Emails

Parents will receive a confirmation email at the address provided when the event was booked. Click the Manage Booking link to return to the page shown above to reschedule, cancel, or create another booking.

A second email will be sent by the Bookings tool. This email includes the details of the event.

- Click Add to Calendar to get the appointment on your calendar
- Click Change your appointment to reschedule or cancel the appointment

Joining the Parents' Evening Appointment

You will receive a reminder email the day before the appointment. It will include a link to join the meeting. On the day of the conference, either access that email and click the link or go to your calendar, open the event, and click the link. If the phone option was selected when booking the event, the teacher will call the phone number provided at the specified time.

Clicking the link will open a webpage that presents a series of options.

- Parents who have the Teams app installed can use it to join the appointment
- Parents can choose to download the free Teams app and join using it
- Parents can click Continue on this browser to join the parents' evening appointment online

Confirmed booking for **Sample Parent**

Fall Parent Teacher Conferences with Brian Englefield

November 9, 2020
2:30 PM - 2:40 PM
(UTC-05:00) Eastern Time (US & Canada)

Join your appointment
via Microsoft Teams

Additional Information
Please refer to the help sheet that came home with your child's progress report for additional details on how Teams works.

1 guest
1 yes
benglefield@gmail.com

Your appointment will be with Brian Englefield.

Sample BHNCDSB School
<http://www.bhncdsb.ca/>

Manage
Booking - https://outlook.office365.com/443/owa/calendar/TestSchool2@bhncdsbca.onmicrosoft.com/bookings/Nu8mCb1vFanstrma1mK_02

Additional Information
Please refer to the help sheet that came home with your child's progress report for additional details on how Teams works.

Join Teams Meeting
https://teams.microsoft.com/l/meetup-join/19%3ameeting_Y2ZlNmRlNzQlNTFkYS00YzU0LWJlOWE1MGNmJ00YmM1Mm0z%40thread.v2/0?context=%7b%22id%22%3a%22cc082ce-0100-4439-b3f3-f7e77a330b3%22%2c%220id%22%3a%228de725ef-66aa-4967-861f-3984e6c3877d%22%7d

please

Reminder Tools

Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.
 Always allow teams.microsoft.com to open links of this type in the associated app

Open Microsoft Teams Cancel

How do you want to join your Teams meeting?

- Download the Windows app
Use the desktop app for the best experience.
- Continue on this browser
No download or installation required.
- Open your Teams app
Already have it? Go right to your meeting.

