



# Parents' Evening

For each year group we hold an annual Parents' Evening. This is an opportunity for you to meet some of your child's teachers and discuss your child's progress in school. Each appointment with a teacher will be five minutes. To allow for movement and some flexibility with timings we advise leaving at least five minutes between each appointment.



## How to make your appointments

The Minster School will be using ParentMail to enable parents to book appointments for Parents' Evenings.

When the booking system for each date becomes active, you will receive an invitation from ParentMail to book appointments. You can do this online or through the ParentMail app.

When you have logged in, any relevant dates will appear under the **Parents' Evening** section. You will then be able to select appointments for each teacher by clicking on the **'Book'** button, as shown in the example below.

Any times displaying *'Unavailable'* have already been booked by another parent or show that the member of staff is not available at that time.



### Please note:

The invitation email may go to your 'junk' or 'spam' folder. Please check your 'junk' or 'spam' folder if you know the evening is due to come active.

As with all web-based systems, high demand may lead to slow or limited access. When an evening first goes live you may find the system is slow or unresponsive due to others accessing at the same time. If this continues please try again later.

17:00 Available	Book
17:15 Available	Book
17:30 Unavailable	
17:45 Available	Book
18:00 Available	Book

# Solutions to possible problems

## **I want to see a particular teacher, but they are fully booked / not available at the right time**

Unfortunately, this will sometimes happen. Particularly when a member of staff teaches a number of classes in a year group. We're sorry that this means you won't be able to meet all of the teachers you may want to. If you would still like an update from that member of staff please contact them.

Staff know that you value their feedback and will talk to you on the phone or through e-mail to provide an update on their subject area.

## **My child's teacher was not available on the night**

We try to ensure staff are available for parents evening e.g. not booked on trips or attending other events which clash. Some absence, such as due to illness, is unfortunately unavoidable. If you would still like an update from that member of staff please contact them.

## **I'd like to talk to someone about more general questions**

Our pastoral team is the right place to start with more general questions, there is a Pastoral Support Assistant (PSA) for each year group who will be able to answer or direct your queries, their contact details are available on our website 'Contact Us' page

<https://www.minster.notts.sch.uk/contactus>.

## **Five minutes isn't long enough for me to discuss everything I want to**

In some cases, a longer discussion about how to support a student may be necessary. If this does happen please arrange with the teacher how it is best to continue the discussion – either by e-mail, a further telephone call or meeting. Unfortunately to allow as many parents as possible to meet their child's teachers five minutes is the longest appointment we allow on the evening itself.

## **I would like to meet my child's tutor on the evening**

All of our tutors are also teachers. On parents' evening we prioritise trying to make teachers as available as we can do. If you would like to talk to your child's tutor it is best to do so at a different time by contacting them directly.

## **A teacher appears to have no one talking to them, can I speak to them?**

Yes, please do. Ask the teacher if you are able to speak to them – to make sure they aren't about to start another appointment. If they are available to speak to you then they will.

## **What is the best way to contact a member of staff?**

Through the school e-mail system is often the best first step, teachers will be busy with classes through the day and may be hard to reach. All of our personal e-mails addresses are initial.surname@minster.notts.sch.uk e.g. [j.smith@minster.notts.sch.uk](mailto:j.smith@minster.notts.sch.uk) or you can e-mail our school office [office@minster.notts.sch.uk](mailto:office@minster.notts.sch.uk) and ask that they direct your e-mail to the right person.