



Headteacher: Mr N. Coleman B.A. Hons NPQH

*'Rich opportunities and memorable experiences'*

**Birchwood Primary School**

Birchwood Avenue  
Dordon  
Tamworth  
Staffordshire  
B78 1QU



Telephone: 01827 892913  
Email: [admin2619@welearn365.com](mailto:admin2619@welearn365.com)  
Website: [www.birchwoodprimaryschool.com](http://www.birchwoodprimaryschool.com)



Dear Families

**Online Booking for Parents Evening (face to face or virtual)**

As a school we know how important the relationships and communication are between home and school. Parent consultations play an important role in this process. To support parents to take part in a consultation with their child's class teacher, we have arranged for parent consultations to be split across two days and in different formats (face to face or virtual). We hope that this will ensure that more of our parents and carers are able to have those important conversations about their child's learning and progress.

Our Autumn and Spring Term Parents Evenings will take place on Tuesdays and Wednesdays from 3.40 – 7.00 p.m. Dates will be shared closer to each set of consultations.

**Appointments from 6.10 p.m. onwards will be remote through Zoom. All earlier appointments will be face to face in school.** Please make your booking through our e-schools online system. **If you choose a virtual appointment option, you will be sent a link to join the meeting.**

Here is a reminder of how to book a time slot:

- 1) Log into eSchools with your parent username and password provided by the school previously.
- 2) From the blue navigation bar, select 'Parents Evening'.
- 3) You should now see the parent's evening event. Please click the blue 'View event bookings' button.
- 4) You will now be presented with a page which lists all of your children. To book an appointment for your child, click on their name and then 'book/view'.
- 5) Select which appointment you would like to book and click 'Save'.
- 6) You can then download a list of your appointments by clicking the 'Generate report' button at the top.

As time is limited we ask that parents book only one appointment per child. If this causes any problems, then please discuss this with your child's class teacher.

Please ensure you book a slot for each of your children in school. Please remember to leave a suitable gap between appointments. If you have any problems then speak to the office staff who will assist you.

Yours sincerely

Mr N Coleman  
Headteacher

