



Millfield Primary School

Grange Lane, Littleport, Ely, Cambs CB6 1HW
Tel: 01353 861612 Email: office@millfieldprimary.org
Principal: Mrs D M Hannaford
Assistant Principal: Mrs L Read



The Governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

14th October 2019

Dear Parent/Carer

Parent Consultations 30th October / 7th November - New Online Appointment Booking

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Wednesday 16th** and the system will close on **Tuesday 29th**. Should you wish to make any changes after this date please contact Mrs Bidecant in the school office.

Please visit <https://MillfieldLittleport.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will need to login with your name, email address and your child's name and date of birth. This should be the same information as we hold on our database system.

If you have any queries please contact Mrs Bidecant in the school office, but please bear with us as it is a new system for everyone!

Yours sincerely

Mrs D M Hannaford
Headteacher

Parents' Guide for Booking Appointments

Browse to <https://MillfieldLittleport.parentseveningsystem.co.uk/>

Your Details

Title: Mrs First Name: Rachael Surname: Abbot

Email: rabbot4@gmail.com Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben Surname: Abbot Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
[Open for bookings](#)

Friday, 17th March
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ **Automatic**
Automatically book the best possible times based on your availability

☐ **Manual**
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ **Mr J Brown**
SENCO

☒ **Mrs A Wheeler**
Class 11A

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the **Accept** button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose **Accept** at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30	⊖	✓	⊖
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

View 11 Bookings

Thursday, 16th April

The parents' evening for pupils in year 11. Please enter the school via the main entrance and follow the sign to the Main Hall where the evening is being held. Booking is available to the main school as per the following table.

Teacher	Student	Subject	Room
17:10	Mr J Brown	Ben	English
17:25	Mrs D Mumford	Ben	Mathematics
17:45	Dr R Mcnamara	Andrew	French
17:55	Miss B Patel	Andrew	Mathematics
18:05	Miss B Patel	Andrew	Science

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.