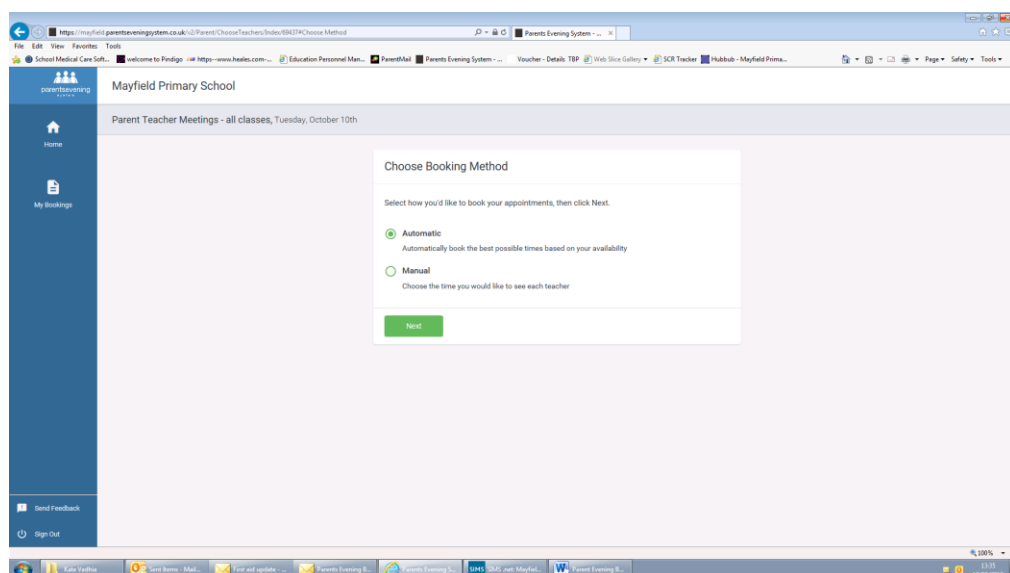
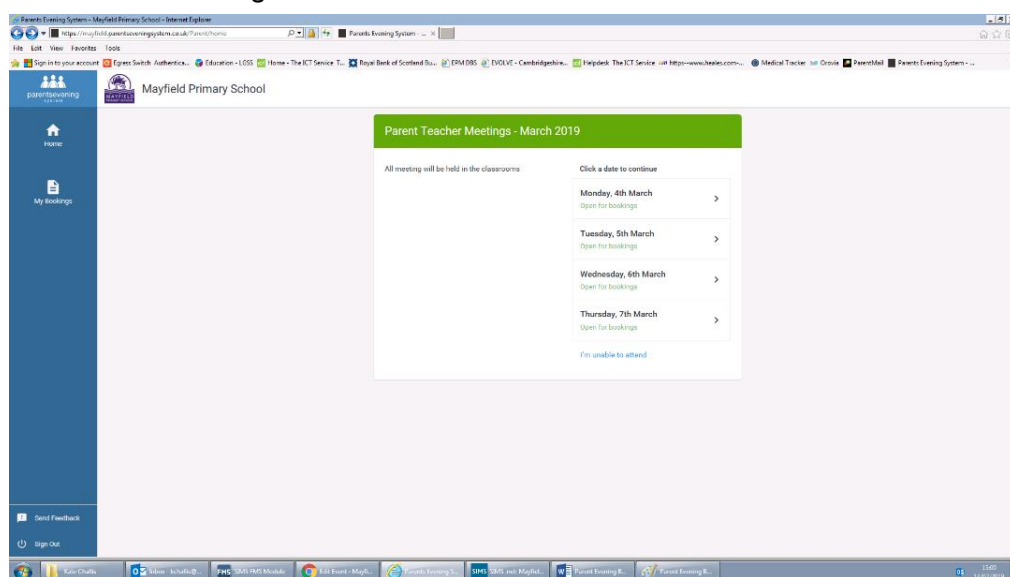


Parent-Teacher Booking System

Parent-teacher sessions will be running at various times during the week of 19th April (RH will have theirs the week before).

All appointments will take place via video link: please read this website for more information on how this works <https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

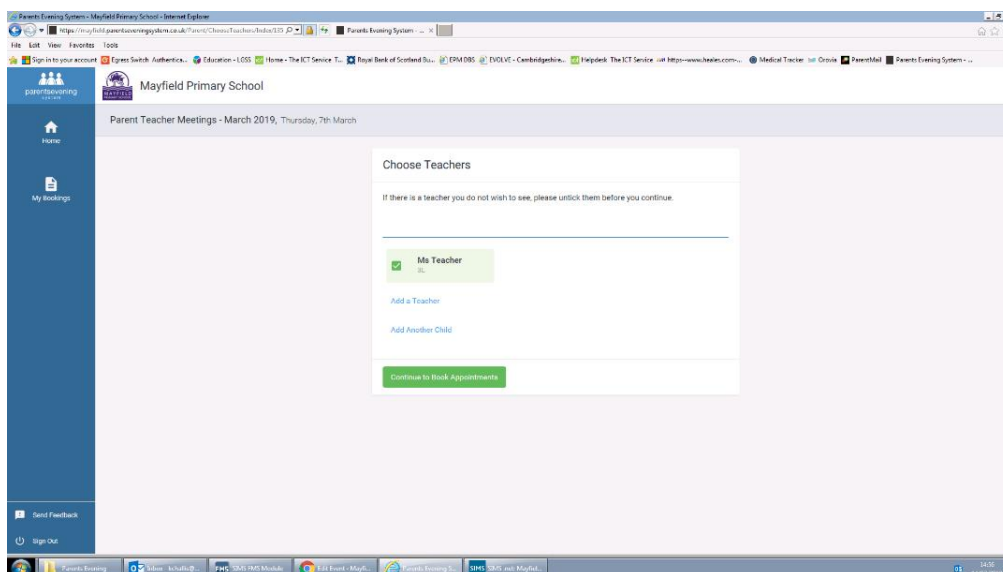
- The booking website is <https://mayfield.schoolcloud.co.uk/>
- You will need to put in your name and email address (phone number is optional) and your child's name (as it appears on the register) and class eg RH. **Note: if the site is asking for a date of birth you are on the WRONG Mayfield School site. Please use the link above to reach the correct site.**
- You will then see the different sessions during the week - details of which teachers are offering which days can be found [HERE](#)
- The teachers from IMC are grouped together and displayed as Ms IMC Teacher. 2HR is Ms 2HR Teacher and 5ES are Ms 5ES Teacher
- Click on the session you wish to make an appointment for.
- Choose a booking method – **automatic** or **manual**.



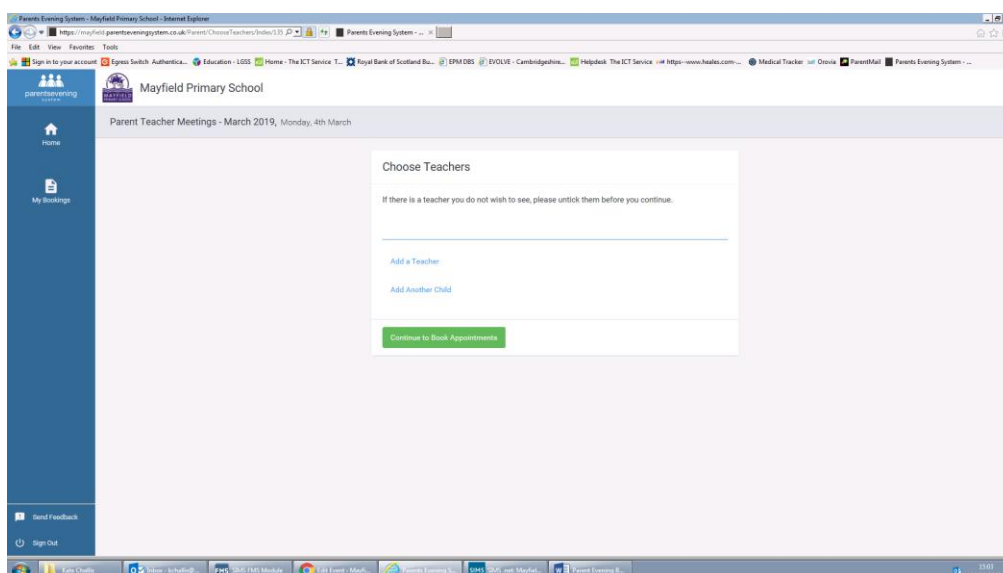
- **Automatic**
 - Will suggest an appointment time for you based on your availability
 - Use the slider to indicated your availability
 - You will be able to accept or reject the suggested appointment
 - You can also add another child in the family

- **Manual**

- You choose the best appointment times
- Select the time you would like and click on the +



- If the teacher's name is not displayed then they are not available that day:



After you have booked an appointment:

- You will receive an email confirmation.
- If you have a problem with the system or do not have access to the internet please contact the school office.
- Appointments can be changed up to midnight on Sunday 22nd November.
- Please note that all appointments are for 10 minutes. If you feel you need longer please speak to your child's class teacher.

Consultations are only 10 minutes with your child's teacher so it is worth having a think beforehand about what you would like to talk about. It is useful if you let the teacher know about these early on in the consultation so that you don't run out of time. Equally there will also be things the teacher will want to talk to you about so it is important you leave some time for them too.

Some useful questions:

- What progress has my child made this term?
- Are they working at an appropriate level for their age?
- What would you describe as my child's greatest strengths?
- Is there anything that they find particularly challenging?

- How well does my child make friends and interact with their classmates?
- Is my child willing to contribute in class and participate in discussions?
- What can I do at home to support my child in school?

If you have concerns and feel that you will need longer than the 10 minute slot let the teacher know in advance so that they can plan to talk another time. You don't need to store it all up for your consultation! You can contact your class teacher via email to arrange a meeting with them.