



James Wolfe  
Primary School  
with Centre for the Deaf

**RANDALL PLACE CAMPUS**

(Nursery, Reception, Year 1, Year 2, Year 3)  
Randall Place, Greenwich SE10 9LA

☎ 020 8858 2472

✉ [admin@jameswolfe.greenwich.sch.uk](mailto:admin@jameswolfe.greenwich.sch.uk)

**ROYAL HILL CAMPUS**

(Year 4, Year 5, Year 6)  
Royal Hill, Greenwich SE10 8RZ

🌐 [www.jameswolfe.greenwich.sch.uk](http://www.jameswolfe.greenwich.sch.uk)

Thursday 27th January 2022

Dear Parents,

**Online Parent Consultations**

This term's Parent Consultations will be in the same virtual format as last term. For both campuses, appointments will be available on the following four evenings:

**Monday 7th, Tuesday 8th, Wednesday 9th and Thursday 10th February 2022,  
between 4pm and 6pm**

The school has an easy-to-use online appointment booking system, allowing you to choose your own appointment times with teachers; this is the same system through which you will be making your video calls. Once made, you will receive an email confirming your appointment(s) if we have an email address for you. Parents can share appointments on different devices (see FAQs below). For classes with two teachers, Year 5 Mars parents will nominally book with Ms Fagg, whilst Reception Mango will book with Mrs Griffin.

Please visit <https://jameswolfe.parentseveningsystem.co.uk> to book your appointment(s). **Bookings open at 9am on 31/01/2022.**

Parents of Centre pupils should make an appointment with their child's Centre Class Teacher directly with them and not via this system.

As with the face-to-face format, appointments will last for ten minutes and will focus on your child's progress, achievements to date, their attitude to learning and targets that have been identified. You may also wish to discuss strategies to support home learning.

On the day, it is vital that you are ready to start your appointment promptly, **as the meeting will end automatically at the end of your ten minute slot and cannot be extended.**

If you have any issues signing into or using the booking system, or with video calling, please contact the school office who will be happy to help.

Yours sincerely,

Headteacher

### *How do I log into my appointment?*

Please follow the link in the confirmation email you should have received when you made your appointment. Once logged in, a green button will appear at the time of the appointment to start the video call.

### *What do I do if I still can't get it working?*

If you are not able to join the video call at the time of the appointment, the class teacher will attempt to telephone you using the number held on our system. This will come from a blocked number. Alternatively, call 020 8858 2472 before 6pm on the day of the appointment and we will see what we can do to assist you.

### *What do I do if I want to rebook a missed appointment?*

The system will not allow you to book another appointment until the missed one has been cancelled. Please email [admin@jameswolfe.greenwich.sch.uk](mailto:admin@jameswolfe.greenwich.sch.uk) with your child's name and the missed appointment time and we will cancel the old appointment. You can then use the Parents Evening System to make a new appointment.

### *What do I do if I want to share my appointment with another parent on a different device?*

You can give ONE other parent access to join your video appointments in respect of each student linked to you that is involved in the evening. You can grant this access at the time of booking, or later if required (but before the call is made).

1. Once you have made your bookings (or when you later log in and go to My Bookings) click on the Invite Parent/Guardian link at the top of the list of your bookings. If you have already sent an invitation this link will show as Manage Invites instead.
2. You will then be presented with a box asking for the details of the parent/guardian to be given access. If there is more than one student linked to you and involved in the evening they will all be shown. You must enter a name, and an email address, as well as tick the box to consent to that person being given access to the information used to make the appointments. If there is more than one student linked to you, choose the student(s) in respect of whose appointments the access to this person will be granted. When you click the blue Send Invite button, an email is sent to the address entered, giving them a link and details on how to join the call. The invitee then must use this link to join the call – they should not attempt to log into the Parents' Evening System. Please note that ONLY the invited guest should use this link. Anyone else using it (including the parent that sent the invite, who should log in via their own confirmation email) will knock the guest out of appointments.
3. You will then see a Manage Invites box that shows your sent invitation(s), allows you to add another invite if you have any more available (you can have one invite per student, if wished), and also allows you to Resend invites or Remove them. If you click Remove, the link in the previously sent invitation will no longer work and that person can no longer join the video call.