



Cannon Park Primary School
Bransford Avenue, Coventry CV4 7PS
'At Cannon Park School, We Encourage Excellence and Enjoyment by...
Being our Best, Caring for All in a Safe Environment, Every Day!'



Head Teacher: Mrs. Vanessa MacDonald

Tel: 024 76414683

E-mail: admin@cannonpark.coventry.sch.uk

Website: www.cannonpark.coventry.sch.uk

5th October 2021

Dear Parents and Carers,

Parent/Teacher Consultations

This term, our Parent/Teacher meetings will be held via telephone calls. As we have a limited number of phone lines in school, they have been arranged for over two weeks.

Monday 11th October	Reception and Year 2
Tuesday 12th October	Year 3 and 5
Wednesday 13th October	Reception and Year 2
Thursday 14th October	Year 3 and 5
Monday 18th October	Years 1, 4 and 6
Wednesday 19th October	Years 1, 4 and 6

As always parents/carers can book an allocated timeslot; teachers will call you during these timeslots. The booking system will be available online and there are instructions on how to make your booking at the end of this letter.

The system will go live at 3.30 pm on Tuesday 5th October and bookings **will not be** accepted after 8 pm on Sunday 10th October, so please do not try and use it before or after these times.

Many thanks,

Yours sincerely,

T. Ray

Mr T. Ray
Deputy Head Teacher



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Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: First Name: Surname:
 Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth: dd/mm/yyyy

Select a parents' evening to add appointments:

Parents' Evening
 This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.
 Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some appointments.

Ben
 Mr M Lubbock - Class 9A

Claire
 Mr T Smith - Class H

James
 Mrs E Paton - Class G

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Dr J Lebon Class 8E L7 No Appointment	
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



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All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Home Appointments

Print Appointments

Select Evening
Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

Parents' Evening
This parents' evening is the school via the main for the Main Hall where Parking is available in the
Date: 24/01/2013 T

[Add/Edit/Delete](#)

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.