

Primary School Parent Teacher Consultations

Dear Parents,

Booking Appointments with Homeroom Teachers

The first Primary School Parent Teacher Conferences (PTCs) of the academic year will take place on Tuesday, October 6 and Thursday, October 8, from 3:50 p.m. to 6:30 p.m. Please book a conference for **only one** of these dates. The meetings will be held in person, with each homeroom conference lasting 10 minutes. This is a valuable opportunity for parents to connect with teachers, so we kindly ask that you arrange alternative childcare if needed, as the school will not provide childcare during the event. Please ensure that your child is not left unsupervised on school grounds. Additionally, due to staff involvement in the PTCs, there will be no internal After School Activities (ASAs) on these dates.

Appointments will be booked online using "SchoolsBuddy", the same programme that we use for ASAs. The sign up process opens on **Friday, September 25 at 12:00 a.m.** Bookings will **close at 10:00 a.m. on Monday, October 5.**

The steps to book the appointments are shown below:

- Please log into [SchoolsBuddy](#) and select the **Activities & Clubs** tab, followed by **Parent Consultations**
- Your child/children will be listed. Select the '+' tab to expand the time selections for your child
- To book a time slot, select the time slot desired and click the '**Check Availability**' button. Click the blue '**Confirm selections**' to confirm the booking. Remember to just book for one day, not both.
- You will receive an email notification and your diary on SchoolsBuddy will be updated. **If this doesn't happen, then the appointments have not been confirmed and you will need to repeat the process**
- For further information, read [Making a Parent Conference Booking in SchoolsBuddy](#)
- If you have any issues signing in please email info@fairgreen.ae

Each meeting slot with homeroom teachers lasts for 10 minutes and the focus of the meeting will be learning habits and current attainment.

Booking Appointments with “Specialist” Teachers

Many “Specialist” (single subject) teachers, who only teach primary classes, will also be available for bookings using SchoolsBuddy. The numbers involved mean that these appointments will be scheduled for 5 minutes, however if a longer conversation is required specialist teachers will be happy to arrange additional appointments over the coming weeks. Specialist teachers will also convey any relevant information about specific children to homeroom teachers and this will be relayed as appropriate during PTCs. Please note that specialist teachers may have had limited contact with some children before this initial conference as they may only teach them once per week.

Specialist teachers will be based in the library so there is no need to allow for transition times between specialist appointments.

We look forward to meeting with you during Parent Teacher Conferences and working together to help your child attain their potential in all areas of school life.

I wish you and your family a great week ahead.

Kind regards,



Matt Greenwood
Primary School Principal