

ALDER COPPICE PRIMARY SCHOOL

Achievement through Commitment

Headteacher: Mr P Mandelstam

3 February 2026

Dear Parents,

Year 1 – Year 6 Parents' Consultation Evenings

As you will be aware from our Diary Dates, our Parents' Consultation Evenings will take place on **Monday 9 March** and **Wednesday 11 March**. The Parent Consultations will take place in school and all parents will need to enter and exit via the main office door.

The appointments will be for all classes from Year 1 – Year 6, with the sessions running from 3.40pm – 7.15pm, so when booking, please select a timeslot which will be convenient for you.

EYFS are having their termly Stay and Play sessions, which provide the opportunity for parents to share in their child's learning and letters have gone out today with relevant details.

We will be using the online appointments booking system again this year. You will have a window for booking appointments and after that the system will be closed, so **appointments have to be made during the specified time when the system is open.**

Attached to this letter are step-by-step instructions on how to use the on-line booking system. This will give you complete control of booking your own appointments.

Please also double check your personal information is correct, email address, phone number etc. via Profile - view account profile - edit profile.

Each appointment is for the duration of 10 minutes per child. Please only book one 10 minute appointment per child.

If you have more than one child in the School, you will be able to book separate appointments. **If you are making more than one appointment, please allow at least a 10 minute gap between them.**

However, please note that if you are booking for more than one child that there is a 30 minute gap between 5.10pm - 5.40pm, where you are unable to make a booking, so you should not make a booking either side of this.

Please ensure that when you are booking, you select your child/children's teacher and the appointment time that you would like to book.

ALDER COPPICE PRIMARY SCHOOL

Northway ~ Sedgley ~ Dudley ~ West Midlands ~ DY3 3PS

☎: 01384 816610

✉: admin@alder.dudley.sch.uk

Website: www.alder.dudley.sch.uk

You will have to go into each child separately to book your appointments with the specific teacher. Don't worry - the system will not allow you to double book appointments that are at the same time.

Where children are taught by a different teacher for a subject, e.g. for Maths or English, the class teacher will provide all information and feedback, so please only make your appointment with your child's class teacher.

The online booking system will be available for appointments to be booked from **Wednesday 4 February at 10am until Wednesday 25 February at 10am.**

After this date you will not be able to book an appointment, as the system will be closed.

When you book your appointments, please ensure you provide an email address, which will enable a confirmation email to be sent to you.

If you do not receive the confirmation email by **9am Thursday 26 February**, please contact Mrs Barwell, by 2pm Friday 27 February, to ensure that your appointment has been booked on the system.

Unless there are exceptional unforeseen circumstances, we will not reschedule appointments if parents do not attend the slot that they themselves have chosen.

A copy of the instructions is available on the School Website for your reference.

If you experience any problems trying to arrange an appointment, please contact Mrs Barwell via admin@alder.dudley.sch.uk, **before** the deadline of **10am on Friday 25 February.**

Yours sincerely,

Peter Mandelstam

Peter Mandelstam
Headteacher

School Appointments – Instructions

Monday 9 March 2026 and Wednesday 11 March 2026 – 3.40pm – 7.15pm

For classes: 1A, 1C, 2A, 2C, 3A, 3C, 4A, 4C, 5A, 5C, 6A & 6C

1. Go to our school appointments website: <http://alder.schoolappointments.com> or go to the link on our School Website under Parents/Parents' Consultation Evening tab.

You will then come to the Welcome Screen with four tabs across the right hand side.

LOGIN HELP FORGOT PASSWORD REGISTER

2. **Either: Register as new**

If this is the first time you have used the system you will need to 'Register a new Account' by clicking the "**REGISTER**" menu tab and filling in the on-line form. Choose a user id (*usually an email address*) and password for yourself and then click the "**Register Now**" button. **(Please do not share your ID or password).**

Add your children into the system by clicking the "**Add a Student**" button. Click "**Insert New**" button to add more children.

Or: Log in as a previous user

Please input your email address and password.

If you have forgotten your password, please click on the "forgot password" tab and an email will be sent to you with your password details.

As a housekeeping measure, if you have any older children still on the system who no longer attend Alder Coppice, please can we ask that you delete them from the system.

When you arrive at the login page, you are now ready to book your appointments. Please click "Manage Students" and then follow the instructions on how to book your appointment as below:

3. You either click on your child's name or "**book appointment**". Select your child's teacher and click "**view calendar**", you will then be able to select an available time slot.

(Please do not select multiple staff, if you have more than one child in the School, please book each appointment separately, per child, per teacher. Please allow at least 10 minutes between your appointments).

Click on one available time slot to book your appointment, you will then have a green box immediately pop up on your screen which will confirm that your appointment has been booked. Click on "**Manage Students**" this will then take you back to your home page, which will show you your appointments. *(Please check this is correct).*

4. If you are booking an additional appointment for another child, please repeat the instructions in Item 3.

There is an option to print your appointment times out.

You will receive an email confirmation after the on-line booking system has closed. *(Please ensure you provide a current email address so a confirmation can be sent to you).*

If you do not receive an email by **9am Thursday 26 February 2026**, please contact Mrs Barwell by **2pm Friday 27 February 2026** to ensure your appointment has been booked on the system.

**Quick Reference Summary:
Year 1 – Year 6 Parents' Consultation Evening**

Please remember:

- ❖ Appointment System is open from **9am Wednesday 4 February until 10am Wednesday 25 February**. (You cannot book an appointment after this date as the system will be closed).
- ❖ Please make sure that you book the appointment with the correct class teacher (we have had occasions where parents have booked to see the wrong teacher).
- ❖ Please ensure you provide an email address when you book your appointment as you will receive a confirmation email.
- ❖ Double check your personal information is correct, e.g. email address, phone number.
- ❖ Please be on time for your appointment.
- ❖ If you have any issues or queries, please contact Mrs Barwell before the closing time at **10am on Wednesday 25 February**, so that they can be sorted before the system closes.

Thank you for your help.