

DWO / PBA

23<sup>rd</sup> February 2017

Dear Parent / Carer

### **Year 10 Parents' Evening**

We have pleasure in inviting you to our Year 10 Parents' Evening on **Thursday 16<sup>th</sup> March 2017** from **4.30 – 7.30pm**.

The evening is designed to enable you to speak to all of your child's subject teachers, so that you can discuss their progress since the start of Year 10. We feel the evening will be most beneficial if students attend with you, so that they can be involved in the meetings.

To arrange appointments, we use an online booking system. We should be grateful if you would follow the procedure overleaf to book appointments with your child's subject teachers, by Friday 10<sup>th</sup> March 2017. You will see that a period of five minutes has been allocated for each appointment to enable as many parents as possible to see relevant staff, with a final appointment at 7.25pm. We would recommend that you focus on making appointments with teachers of subjects where you have a particular concern or interest, as this should help to reduce queues.

Please note that, in most instances, where a student has more than one subject teacher, you are only able to book an appointment with one of them. If you wish to book an additional appointment, please contact the relevant member of staff, via the school office, and we will do our best to accommodate you.

In order to assist students with their post-16 choices, the following professionals will also be available to offer advice – Clare Pipe and Lynne Pembroke (Careers). In addition to subject teachers, members of the Year 10 team and Leadership Group will also be available, should you wish to speak to them.

Should you have any problems with internet access, please contact Mrs Jackson, via the school office, who will be able to assist you.

We look forward to welcoming you on Thursday 16<sup>th</sup> March 2017. However, should you have any concerns or questions in the meantime, please do not hesitate to Mrs McEvoy or Miss McInerney, via the school office.

Yours sincerely



Mr D. Woods  
Deputy Headteacher

# Parents' Guide for Booking Appointments

Browse to: [www.alechunter.parentseveningsystem.co.uk](http://www.alechunter.parentseveningsystem.co.uk)  
Or click the Parents' Evening icon on our website – [www.alechunter.com](http://www.alechunter.com)

## 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
Mr	John	Smith
Email Address		Confirm Email Address
john.smith@gmail.com		john.smith@gmail.com

### Child's Details

First Name	Surname	Registration Class
Sarah	Smith	7D3

[Login & Continue](#)

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you. Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – eg 26/11/2005

## 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

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res. Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr A Lambcock - Class 9A
<input checked="" type="checkbox"/>	Dr R Mochamara - French
<input checked="" type="checkbox"/>	Dr R Mochamara - German
<input type="checkbox"/>	Dr S Mwendu - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

## Step 3: Choose Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

## Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

## 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.

## 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

After booking all your appointments, you have the opportunity to send feedback to the school. To book appointments for another child, please click the link to complete this process again.

## Viewing/Editing/Printing Appointments

Click the 'Appointments' tab to view and print your appointments. 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.