



12 October 2018

Dear Parents/Carers

## **Year 9 Parent/Subject Teachers' Consultation Evening on Wednesday 14 November 2018**

I would like to invite you to attend our Year 9 Parent/Subject Teachers Consultation Evening on **Wednesday 14 November 2018 between 5.00pm and 7.30pm in the School Hall**. To confirm your attendance, please use our online booking system, which allows you to choose your own appointment times with your son's subject teachers and which will send you an email confirming your appointments.

You can access the parents evening booking system by going to our school website and clicking on Menu > Parents > Parents Evening System, or via the direct link here: (<https://hayesbrook.parenteveningsystem.co.uk>). A short guide on how to use the parents evening system is included on the second page of this letter.

Appointments can be made from today and will close at 9.00am on the day of the parents evening. Should you need to make any changes after this time please contact the school. I strongly recommend that you make your appointment choices as soon as possible, to avoid disappointment.

**PLEASE NOTE:** If you are unable to attend the evening, please sign in to the online booking system and let us know by clicking on the "I'm unable to attend" option (see Step 2 in the attached Parent's Guide).

If you do not have access to the internet, please contact the school and we will be happy to make appointments on your behalf. **Please do not arrive at the parents evening without pre-booking appointments using the online system or over the telephone.**

On the date of the parents evening, please do not forget to bring a printed confirmation email with your appointment times, or have the email with you on your smartphone, so that you know the order in which to visit the teachers.

Yours sincerely

Miss C Nelson  
**Senior Vice Principal**

## Parent's Guide for booking appointments using the Parents Evening System

### Step 1: Login

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

Please fill out all the details on the 'Your Details' page.

Please use your child's "preferred" forename and surname that match the school's records (no abbreviations) and date of birth.

If you are unable to log on, please contact the school as you may not be using the same details we have on file.

### Step 2: Select Parents' Evening or Inform us that you are not Attending

If you are able to attend, click on the date of the parents' evening you want to make appointments for. Proceed to Step 3.

If you are unable to attend the parents evening, please click on the link "I'm unable to attend".

Please let us know why you are unable to attend by selecting a reason from the list on the message box that appears on the screen, and optionally add a comment. These details will be passed to your child's Team Leader so that you are not contacted by the school in the run up to the evening, reminding you to make an appointment.

### Step 3: Select Booking Mode

Choose 'Automatic' if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend.

If you'd rather choose the individual times to book with each teacher, choose 'Manual'.

### Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. If you do not wish to see a teacher, click on their name to de-select them.

Click on the "Continue to book appointments" button to proceed.

*[Continued overleaf]*

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

|       | Teacher       | Student | Subject     | Room |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben     | English     | E6   |
| 17:25 | Mrs D Mumford | Ben     | Mathematics | M2   |
| 17:45 | Dr R Monamara | Andrew  | French      | L4   |

Accept Appointments Cancel Appointments

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose 'Accept' at the bottom left of the screen.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either go back and adjust timeframe or the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 |                                 | ✓  |  |
| 16:40 |                                 |  |  |
| 16:50 | +                               |  | +                                      |
| 17:00 | +                               |  | +                                      |

### Step 5b (Manual): Book Appointments

Click on any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable. To change an appointment, delete the original by hovering over the blue box and click 'Delete'. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

After you have finished making appointments, click on 'click here' at the top of the page in the alert box to finish the booking process.

**Year 11 Subject Evening** Thursday, 13th April

6 appointments from 15:00 to 15:35

Print Amend Bookings

This parents' evening is for pupils in year 11. 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.

|       | Teacher       | Student | Subject     | Room |
|-------|---------------|---------|-------------|------|
| 15:00 | Mr J Brown    | Ben     | SENCO       | A2   |
| 15:10 | Mr J Sinclair | Ben     | English     | E6   |
| 15:15 | Mr J Sinclair | Andrew  | English     | F6   |
| 15:20 | Mr K Jacobs   | Ben     | History     | H6   |
| 15:25 | Miss F Burton | Andrew  | Mathematics | M3   |
| 15:30 | Miss J Foster | Andrew  | Science     | 8C   |

### Step 5: Booking Confirmation and Printing Your Appointments

You're now on the 'My Bookings' page and all your bookings are shown. An email confirmation will have been sent to you and you can also print appointments from this page by pressing 'Print'. **Please print this out and bring with you to the parents' evening so that you know the order in which to visit the teachers.**

You can go back to the system and add/amend any appointments at a later date by clicking the "My Bookings" tab on the left of the screen after logging in as described in Step 1.