

AHI/dgr

21st January 2019

Dear Parent/Carer

Careers Day - Tuesday 29th January
Parents/Carers' Evening - Wednesday 6th February
Pathways Evening - Thursday 21st February

At All Saints Academy we are committed to our vision of supporting our students in Living Well Together with Dignity, Faith and Hope and this is particularly important for our Year 8 students as they make choices for the next stage of their education and begin to explore the world of careers education.

We are entering a very busy month for Year 8 students. On **Tuesday 29th January**, all students will be involved in their **Careers Day** which will introduce a range of important information about courses here at All Saints and will also help students reflect on the skills and qualities needed for specific careers. Then on **Wednesday 6th February** it is our **Parents/Carers' Evening** from **3.30pm until 6.30pm**. During this evening you will have a valuable opportunity to talk to individual subject teachers about progress and attainment and, critically, discuss your child's performance in all of their subjects. Your child's Annual Report will be sent home before the day which will help inform the discussions you have during the evening.

Following on from this event, we would like to invite you to attend the **Pathways Evening on Thursday 21st February** from 5.00pm-7.00pm which provides an opportunity for parents/carers and students to explore options for study in Year 9 and beyond.

We also know that some parents/carers come straight from work or other commitments, so we are very pleased to be able to offer a hot supper plus hot and cold beverages to all our visitors and these will be available in the café during the course of both evenings.

As you will know from last year, we give parent/carers the opportunity to book their Parent Evening appointments directly via our school booking system which can be found on our school website (instructions attached). The system is very simple to use but if you experience any difficulties, please call the Academy and we will happily assist you.

In order to assist us with the arrangements for the evening, please complete and return the attached reply slip by Friday 1st February 2019. We look forward to meeting all parents/carers at both of these important events over the next month.

Yours faithfully

A.H.I.e

Alex Hide
Deputy Assistant Principal – KS3

All Saints Academy, Houghton Road, Dunstable LU5 5AB
01582 619700

www.allsaintsacademydunstable.org
Executive Principal: Liz Furber
Registered Company No: 685140

Parents' Guide for Booking Appointments

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

Or use the quick link on our website

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 – eg: 26/11/2005

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: Mr [v] First Name: John Surname: Smith

Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah Surname: Smith DoB dd/mm/yyyy: 26/11/2005

[Login & Continue](#)

Step 2: Select Parents' Evening

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

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.

[Continue](#)

Date: 24/01/2013 Time: 16:00 - 20:30

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.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

Click on the Continue button to proceed.

Choose Teachers

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

- Mr J Atkinson - English
- Mr J Eichelham - French
- Mr C Higgins - Art/Materials
- Mr R Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr B Mwanza - German
- Dr S Mwandia - Science
- Mrs D Woodford - Mathematics
- Mr Y Shuckell - PE
- Miss J Young - Physical Ed

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

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English (E)	Mr A Gray French (F)	Mr A Pinkney Geography (G)	Mr R Jacobs History (H)	Mrs L Yerman Mathematics (M)
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book
17:05	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:

I would like to discuss how Sarah's can improve on her recent test results

65 characters left

[Add Appointment](#) [Cancel](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

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](#)

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.

Appointments

[Print Appointments](#)

Select Evening

Parents' Evening (24.01.2013)

16:00
16:05
16:10
16:15
16:20
16:25
16:30
16:35
16:40
16:45
16:50
16:55
17:00
17:05

Your Appointments

- Mr A Pinkney - Geography (G)
- Mr J Atkinson - English (E)
- Mr A Gray - French (F)
- Mr R Jacobs - History (H)
- Mrs L Yerman - Mathematics (M)

[Add/Edit/Delete](#)

Parents' Evening

This parents evening is the school via the main hall for the main hall where parking is available in the

Date: 24/01/2013

Please return to Student Reception by Friday 1st February 2019

Student's Name _____ Tutor Group _____

Year 8 Parents/Carers' Evening – Wednesday 6th February 2019

I/we will be attending the evening and will be joining you for food on the evening.

Number of people attending _____

I/we will be attending the evening but will **not** be joining you for food on the evening.

Number of people attending _____

I/we will not be attending the evening.

Year 8 Options Evening – Thursday 21st February 2019

I/we will be attending the evening and will be joining you for food on the evening.

Number of people attending _____

I/we will be attending the evening but will **not** be joining you for food on the evening.

Number of people attending _____

I/we will not be attending the evening.

Signed Parent/Carer _____ Date _____