

AOR/dgr

21<sup>st</sup> February 2019

Dear Parent/Carer

**Year 9 Parents/Carers' Evening– Tuesday 5<sup>th</sup> March 2019**

A key element of our Academy vision of “Living Well Together with Dignity, Faith and Hope” is our drive to improve the life chances of our students, ensuring the dignity that comes with a secure education and future. We would like to invite you to attend our Year 9 Parents/Carers' Evenings on Tuesday 5<sup>th</sup> March 2019 from 3.30pm until 6.30pm. As we are sure you are aware, this is an extremely important event and will provide a valuable opportunity for you to talk to individual subject teachers about your son/daughter's progress.

We place great importance on the benefits of parental engagement and know that our work with students is most effective when we have the full support of our parents and carers. We also know that it can be challenging to spend the evening with us after a long day at work or caring for the family, so we are very pleased to be able to offer a delicious evening meal of spicy meatballs in tomato sauce with pasta and a vegetarian option of roasted vegetable pasta plus hot and cold beverages to all our visitors and these will be available during the course of the evening. Please return the reply slip below to let us know if you will be joining us for food on the evening.

Bookings can be made directly with the school using our online booking system which can be found on **the bar across the top of the home page of our website** (instructions attached). We hope that you can make your bookings with ease but if you experience any difficulties, please contact the Academy and we will be happy to help you through the process. Please remember that appointments will be at 5 minute intervals and each appointment should last for 5 minutes. Should you find that you require additional time to discuss your child's progress, teachers will accommodate this at another time. This is important so that we can keep to schedule and other parents/carers are not kept waiting too long.

We look forward to seeing you on 5<sup>th</sup> March and hope you find this a valuable opportunity.

Yours faithfully



Andrew O'Rourke  
Assistant Principal – KS4

# Parents' Guide for Booking Appointments

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

Or use the quick link on our website

## 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 DoB dd/mm/yyyy  
Sarah Smith 26/11/2005

[Login & Continue](#)

## 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

## 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 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 . To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

Mr J Alderson - English  
 Mr J Edgerton - French  
 Mr C Hughes - Science  
 Mr R Jacobs - History  
**Mr M Lubbock - Class 9A**  
 Dr R McManus - French  
 Dr R McManus - German  
**Dr S Moadad - Science**  
 Mrs D Woodford - Mathematics  
 Mr V Young - PE  
 Miss J Young - Physical Ed

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

## 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.

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

	Mr J Alderson - English (E)	Mr A Gray - French (F)	Mr A Pinkney - Geography (G)	Mr R Jacobs - History (H)	Mrs L Vernon - 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

**Confirm & Add Message**  
Optionally add a message for Mr J Alderson (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 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.

## 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

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 through this system, click on "Send Feedback".

[Home](#) [Appointments](#)

[Print Appointments](#)

**Your Appointments**

Select Evening	Availability	Teacher
16:00		
16:05		
16:10		
16:15		
16:20		Mr A Pinkney - Geography (G)
16:25		
16:30		Mr J Alderson - English (E)
16:35		
16:40		Mr A Gray - French (F)
16:45		
16:50		Mr R Jacobs - History (H)
16:55		
17:00		Mrs L Vernon - Mathematics (M)
17:05		

[Parents' Evening](#)  
This parents' evening is for the school via the main hall where this evening is taking place. Parking is available in the main school car park.  
Date: 24/01/2013  
[Add/Edit/Delete](#)

## 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.

Please return to Student Reception by Friday 1<sup>st</sup> March 2019

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Student's Name \_\_\_\_\_ Tutor Group \_\_\_\_\_

I/we will be joining you for food on the evening. Number of people attending \_\_\_\_\_

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

Signed Parent/Carer \_\_\_\_\_ Date \_\_\_\_\_