

JRI/dgr

27<sup>th</sup> January 2020

Dear Parent/Carer

**Careers Day – Thursday 30<sup>th</sup> January**  
**Parents/Carers' Evening - Wednesday 5<sup>th</sup> February**  
**Pathways Evening - Thursday 13<sup>th</sup> 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 **Thursday 30<sup>th</sup> 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 5<sup>th</sup> 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 13<sup>th</sup> 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 snack 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 parents/carers the opportunity to book their Parent Evening appointments directly via our school booking system and this year these can be booked via the Edulink app – instructions are attached to this letter. We hope that you can make your bookings with ease but if you experience any difficulties or do not have your login, please contact the Academy.

We look forward to meeting all parents/carers at both of these important events over the next month.

Yours faithfully



Jamie Risebrow  
**Assistant Principal – Year 8**

## Booking Appointments Through Edulink

Bookings can be made for a parents' evening by logging in, clicking on the Parents' Evening menu icon and then clicking on the event. You will then see a table (desktop/tablet version) of all the teachers you can make bookings for along the top and slot times down the side.

Tablet/Desktop view:

The screenshot shows a desktop/tablet view of the booking interface. At the top, there are 'PRINT' and 'EMAIL' buttons. Below them is a header row listing various subjects and their respective teachers. The main area is a grid with time slots on the vertical axis (17:00 to 18:20) and subject/teacher columns. Slots are either green with 'BOOKED', grey with an 'X', or white (available).

Slots	French	Mathematics	Science	Physical Ed	Geography	History	Art	English
17:00	BOOKED	X	X	X	X	X	X	X
17:10	X	X	X	X	X	X	X	BOOKED
17:20	X	X	BOOKED	X	X	X	X	X
17:30	X	X	X	X	BOOKED	X	X	X
17:40	X	X						
17:50	X	X						
18:00		X						
18:10		X	X				X	
18:20		X	X		X			

Phone view:

The screenshot shows the phone view of the booking interface. It features a 'Parents' Evening' header with a home icon and a notification badge. Below are 'PRINT' and 'EMAIL' buttons. The main content is a list of available slots for the date 21-03-2018, showing time, teacher name, and subject.

Time	Teacher	Subject
17:00 (1)	Roger Mcnamara	French
17:10 (1)	Stephen Green	English
17:20 (1)	Ruth Hatchett	Mathematics
17:30 (1)	Helen Green	Geography, History
17:40	-	-
17:50	-	-
18:00	-	-

To make a booking for a teacher just click/tap on an available slot (white) a popup will appear allowing you to enter an optional note to the teacher, when finished click the book button.

The screenshot shows a 'BOOK SLOT' popup form. It contains the following information: Date: 2018-03-21 17:40:00, Subjects: Mathematics, and Learner: (empty field). There is a text input field for 'Add comment' and two buttons at the bottom: 'CANCEL' and 'BOOK'.

Once a booking has been made, the slot will change green and a green tick will appear next to the teacher's name. To unbook the slot click on the slot again and an option to unbook will appear. Slots which are unavailable will appear greyed out with a "X" in the middle.