

Our Ref: 2016/048/Cvr/Eac

22 November 2016

Dear Parent/Carer

Year 11 Parents Evening Thursday 15 December - Online Appointment Booking

We have decided to introduce Parents Evenings to give parents the opportunity to meet all their child's Learning Tutors.

I would like to invite you to attend our Year 11 Parents Evening on **Thursday 15 December 2016**. This important evening provides you with an opportunity to meet your child's Learning Tutors of their GCSE and Vocational courses and find out what they should be revising for their second assessment window known as the 'trial examinations'.

The Academy has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with Learning Tutors and you will receive an email confirming your appointments. We are confident this will be a worthwhile system and welcome any feedback.

Appointments for the evening can be made on the online appointment system. Please visit <https://famington.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). The system is live now but will close on Wednesday 14 December, 8.00pm. Should you wish to make any changes after this date please contact the Academy office.

If you do not have access to the internet, please contact Sam Farley, who works in the Academy office, who will be happy to add appointments on your behalf, however this may lead to some inconvenient times being appointed to you.

Please note the 5 minute appointments take place between the hours of 5:00pm and 8:00pm. You do not have to make appointments to see all your child's Learning Tutors, however we have limited the number of appointments to seven. To allow this to happen, you can only make an appointment to see one of your child's Science teachers who will speak on behalf of all three Science disciplines. The Science teacher has already been assigned in advance and you will see who it is when you log in to make your appointments.

Also available on this evening is Mrs Rudd, the Academy's careers advisor and Mrs Minchin, the Academy SENCO. No appointments are required to meet these members of staff. Furthermore, Mr Robson, the Principal, is available all evening to answer any queries you may have.

We look forward to seeing you on Thursday 15 December.

Yours sincerely



Mrs C Robson
Vice Principal

Parents' Guide for Booking Appointments

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

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).

The log in requires your child's 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: First Name: Surname:

Email Address: Confirm Email Address:

Child's Details

First Name: Surname: DoB dd/mm/yyyy:

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.

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

 Continue

Step 3: Choose Learning Tutors

Your child's learning tutors (teachers) will appear. Ensure the learning tutors 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.

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

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr A Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 4: Book Appointments

Click 'Book' to make your appointment with the learning tutor for the time you wish. Repeat this for all the learning tutors 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.

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
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

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 Academy feedback about this system, click on "Send Feedback".**

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 Learning Tutor 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.

The screenshot shows a web interface for managing appointments. At the top, there are tabs for 'Home' and 'Appointments'. Below the 'Appointments' tab, there is a 'Print Appointments' button. A 'Select Evening' dropdown menu is set to 'Parents' Evening' for the date '24/01/2013'. The main area displays a table of appointment slots from 16:00 to 17:25. The following table represents the data shown in the screenshot:

Time	Teacher/Subject
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

On the right side of the appointment list, there is a 'Parents' Evening' section with a date of '24/01/2013' and a date picker. Below this, there is a link for 'Add/Edit/Delete'.

