

June 2019

Dear Parent(s)/Carer(s),

## Year 8 Parents Evening – Monday 17<sup>th</sup> June 2019 at 4-6.30pm

I have the pleasure in inviting you into school to meet with your son/daughter's Subject teachers on Monday 17<sup>th</sup> June 2019. The evening will run between 4pm and 6.30pm. This will be an excellent opportunity for you to discuss with your son/daughter's teachers how they are currently performing at school. Please be aware that due to teachers having more than one group in certain subjects it may be difficult to see all your child's teachers.

The school uses an online appointment booking system for Parent's Evenings. This system allows you to book your own appointments with your child's teachers at times that suits you. You will receive an email confirming your appointments.

The booking system will be made available to parents/carers from 8am Friday 7<sup>th</sup> June and will close on Friday 14<sup>th</sup> June at 3pm. Our new system accepts bookings on a first come first served basis.

Please visit <https://chaseterracetechnologycollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to use this system is on the back of this letter).

If you do not have access to the internet or there is an issue logging in then please contact the Year Office who will be happy to address this or add appointments on your behalf. Issues logging in usually occur when the information we have on our system doesn't match what you are typing in however, our information is easily updated by a phone call to the Year Office.

It is helpful for students to accompany their parent/carer to Parents Evening, we request that students **wear school uniform**.

We look forward to seeing you.

Yours faithfully,



**Mr Meek**  
**Head of Year 8**



# Parents' Guide for Booking Appointments

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

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: Mrs, First Name: Rachael, Surname: Abbot  
Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March - Open for bookings
- Friday, 17th March - Open for bookings
- I'm unable to attend

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Choose Teachers

If you click 'Add to my selection' you will be asked to confirm before clicking the button to continue.

Ben

- Mr J Brown (Maths)
- Mrs B Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 11A)

Andrew

- Miss F Barton (Mathematics)
- Dr B Missemars (Class)
- Mr J Sinclair (English)

Continue to Book Appointments

## Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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

## Step 4: Book Appointments

Click 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 clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My Bookings

Teacher	Student	Subject	Booked
Mr J Brown	Ben	Maths	✓
Mr J Sinclair	Ben	English	✓
Mr J Sinclair	Andrew	English	✓
Miss F Barton	Andrew	Maths	✓
Dr B Missemars	Andrew	Classroom	✓
Mrs A Wheeler	Ben	Classroom	✓

## Step 5: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.