

SW/JA/

Parent/Carer of **NAME OF PUPIL - FORM**
ADDRESS

June 2018

Dear Parent/Carer of

Year 7 Parents' Evening – Thursday 21st June 2018 - 3.15pm to 6.30pm

I would like to invite you to attend our Year 7 Parents' Evening on **Thursday 21st June 2018 from 3.15pm to 6.30pm**. This is an important event and provides you with an opportunity to discuss your child's progress with their subject teacher/s here at Falinge Park High School.

We encourage you to attend so we can work together to establish the best way to support your son/daughter in their studies. Only through such a collaborative approach can we maximise progress and ensure your child has a compelling learning experience.

We operate an easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. **If NAME taught by two teachers within one subject area, please check with NAME which teacher has been scheduled to be at the Parents' Evening to discuss their progress.**

Appointments can be made from **Monday 11th June 2018 and will close on Wednesday 20th June 2018**. Should you wish to make any changes after this date please contact school on (01706) 631246. If you do not have access to the internet, again please contact school who will be happy to add appointments on your behalf.

Please visit <https://falingepark.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name: **FORENAME**
Student's Surname: **SURNAME**
Date of Birth: **DD/MM/YYYY**

(Please also feel free to see Miss Kowalski, SENDCO Officer who will be in The KEY to discuss any SEN concerns)

Yours sincerely



Mrs S. Wood
Assistant Headteacher



Miss J. Allen
Headteacher

Opening Doors; Unlocking Potential

Parents' Guide for Booking Appointments

Browse to <https://falingepark.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	First Name	Surname
Mr <input type="text"/>	John <input type="text"/>	Smith <input type="text"/>
Email Address		Confirm Email Address
john.smith@gmail.com <input type="text"/>		john.smith@gmail.com <input type="text"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
Sarah <input type="text"/>	Smith <input type="text"/>	26/11/2005 <input type="text"/>

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

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R McNamara - French
<input checked="" type="checkbox"/>	Dr R McNamara - German
<input type="checkbox"/>	Dr S Mhaddad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

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.

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 Atkinson English E1	Mr A Gray French F2	Mr A Pinkney Geography G6	Mr K Jacobs History H4	Mrs L Vernon Mathematics M4
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

Step 4: Make 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 to save your changes.

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

Home	Appointments
Print Appointments	Your Appointments
Select Evening	16:00
Parents Evening	16:05
24-27-2015	16:10
	16:15
	16:20 Mr A Pinkney - Geography (G6)
	16:25
	16:30 Mr J Atkinson - English (E1)
	16:35
	16:40 Mr A Gray - French (F2)
	16:45
	16:50 Mr K Jacobs - History (H4)
	16:55
	17:00 Mrs L Vernon - Mathematics (M4)
	17:05
	17:10
	17:15
	17:20
	17:25

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.