



4<sup>th</sup> March 2019

IRT/ew/Year9parentseveing/4319

Dear Parents and Carers

You are warmly invited to meet with your child's subject teachers at the Year 9 Parents' Evening on **Thursday 14<sup>th</sup> March**. The evening will provide you with an opportunity to discuss your child's current levels of achievement and their subject Choices for KS4.

Subject staff will be available for individual discussions from **4pm to 7pm**. Please note parking may be restricted on site prior to 3.45pm due to bus departures.

We are pleased to announce that we are trialling a new online booking system. The new system can be accessed via the following link <https://stjohnsmarlborough.parentseveningsystem.co.uk/> Simple step by step set up instructions are attached to this email. Please note that the student's first name is their 'preferred name'; for example, Alfie instead of Alfred.

You will be able to book a maximum of 7 appointments. Appointments will last for no longer than 5 minutes. Please stick to your allotted time to avoid unnecessary delays. **If necessary, additional concerns should be addressed via email or at an additional meeting, if appropriate.**

Should you have any problems with the new system please contact Mrs K Mathieson via email at: [kmathieson@stjohns.excalibur.org.uk](mailto:kmathieson@stjohns.excalibur.org.uk)

There will also be an opportunity to drop in and meet with me as the new Principal of St John's. I will be located in the Atrium and no appointment is required.

Mr Rogan's presentation from the Choices Evening is available to view on the St John's website through this [link](#). A copy of the Choices booklet is also available by clicking [here](#). Your child will receive a copy of the booklet before to their Guidance interview which will take place on Wednesday 13<sup>th</sup> March.

We look forward to seeing you on Thursday 14<sup>th</sup> March.

Yours faithfully

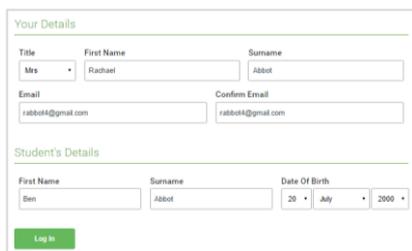
Mr I Tucker  
Principal

Mr D Evans  
Head of Year 9  
[DEvans@stjohns.excalibure.org.uk](mailto:DEvans@stjohns.excalibure.org.uk)



# Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

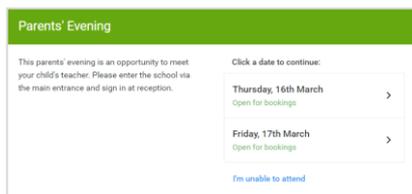
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2009

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.



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:

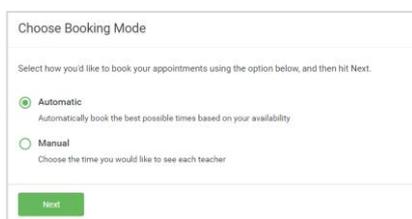
- Thursday, 16th March  
Open for bookings
- Friday, 17th March  
Open for bookings

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please unlick them before you continue.

Ben Abbot

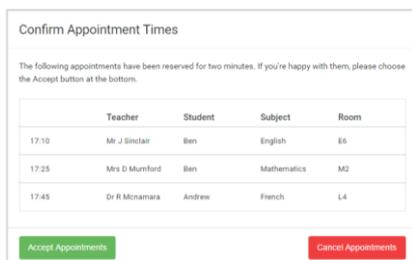
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

## Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

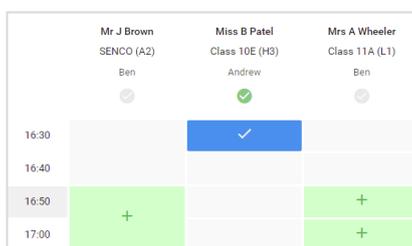
Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

## Step 5b (Manual): 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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

Thursday, 16th April

Teacher	Student	Subject	Room
17:00 Mr J Brown	Ben	SENCO	A2
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4
17:50 Mrs A Wheeler	Ben	Class 11A	L1

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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