



9th May 2019

IRT/lew/Year7parentsevening/22519

Dear Parents and Carers

We warmly invite you to meet with your child's subject teachers at the Year 8 Parents' Evening on **Wednesday 22nd May**. The evening will provide you with an opportunity to discuss your child's current levels of achievement and progress in Year 8.

The signing-in desk will be open from 3.45pm and subject staff will be available for individual discussions from **4pm to 7pm**. Please note parking may be restricted on site prior 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. You will be able to book a maximum of 7 appointments. Please note that the student's first name is their 'preferred name'; for example, Alfie instead of Alfred.

May we remind you that appointments will last for no longer than 5 minutes. Please stick to your allotted time to avoid unnecessary delays. Should you have any additional concerns or have been unable to meet with a specific teacher, please complete a concerns form which will be available at the signing-in desk in the Atrium.

Should you have any problems with the new system please contact Mrs K Mathieson via email at: 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.

We look forward to seeing you on Wednesday 22nd May.

Yours faithfully

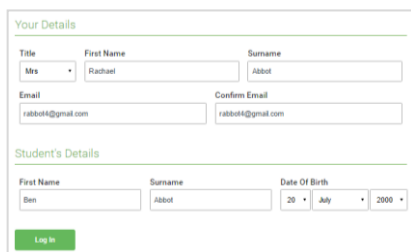
Mr I Tucker
Principal

Mrs S Parry
Head of Year 8
SParry@stjohns.excalibur.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

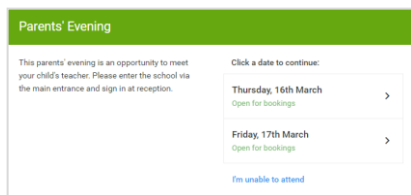
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2009

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:

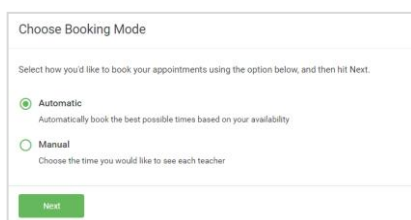
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[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

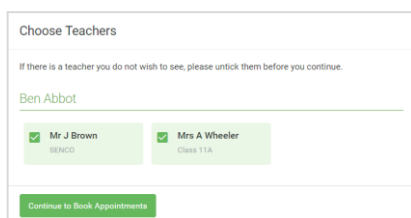
Manual
Choose the time you would like to see each teacher

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

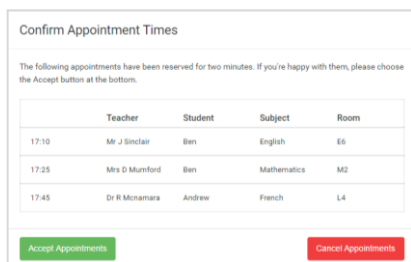
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

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.

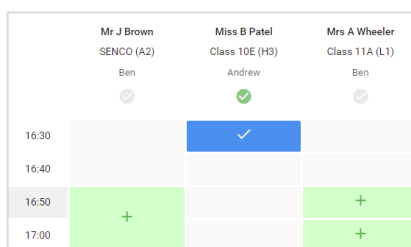
| Teacher | Student | Subject | Room |
|---------------------|---------|-------------|------|
| 17:10 Mr J Sinclair | Ben | English | E6 |
| 17:25 Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 Dr R Minamara | Andrew | French | L4 |

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)) | Miss B Patel (Class 10E (H3)) | Mrs A Wheeler (Class 11A (L1)) |
|-------|-------------------------|-------------------------------|--------------------------------|
| | Ben | Andrew | 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 | English | E6 |
| 17:10 Mr J Brown | Ben | English | E6 |
| 17:25 Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 Dr R Minamara | Andrew | Mathematics | M2 |
| 17:45 Dr R Minamara | Andrew | Mathematics | M2 |
| 17:45 Mrs A Wheeler | Ben | English | E6 |

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*.