



Meadowhead School

Academy Trust

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Steve Bacon

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KMI/SHA

September 2019

Dear Parent/Carer

Re: Year 7 'Settling In' Evening

We are writing to invite you and your child to our Year 7 'Settling In' Evening on **Wednesday 9th October from 4.30pm until 6.30pm**. We anticipate full representation from all families and your Year 7 child should attend with you where possible.

The evening will be a chance for you meet with your child's form tutor to discuss how well they have settled into Year 7 and to discuss any concerns. You will not meet with subject teachers at this time. Due to the numbers in some of the tutor groups, some families may be asked to book an appointment with another member of staff who will be able to talk about your child.

You can book your appointment easily by using our online appointment booking system, which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointment.

Appointments can be made from **Friday 27th September** from 8.00am until 11.00pm on **Friday 4th October**.

To book appointments please visit <http://meadowhead.parentseveningsystem.co.uk> (A short guide on how to add appointments is included with this letter.) Login with your name, Student's First Name, Student's Surname, Student Date of Birth.

If you do not have access to the internet, please contact the school office who will be happy to add an appointment on your behalf.

Year 7 is an important time for your son/daughter, and as always their success depends on the partnership between families and the school. Please make sure you have made your appointments by the cut-off time of 11.00pm on **Friday 4th October**.

Thank you for your quick response and continued support.

Yours faithfully

Kate Miller
Assistant Head

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Parents' Guide for Booking Appointments

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: 29 July 2000

[Log In](#)

Step 1: Login

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

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 the date listed? Click *I'm unable to attend*. Please do this to let us know so that we are aware and staff can arrange to contact you at another time if they need to.

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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

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

Choose Teachers
 If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown (SENCO)
 Mrs D Mumford (Mathematics)
 Mr J Sinclair (English)
 Mrs A Wheeler (Class 11A)

Andrew

Miss F Burton (Mathematics)
 Dr R Monamara (French)
 Mr J Sinclair (English)

[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/latest you can attend.

Select the teachers you'd like to book appointments with. (You do NOT have to see every teacher – If a teacher has a specific issue they need to discuss they would have requested an appointment with you in advance). If your child has more than 1 teacher for a subject, ask them to check which teacher you need to book in with. A green tick indicates they are 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 Monamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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. 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.

Year 11 Subject Evening
 4 appointments from 15:00 to 17:00
 Thursday, 19th April

[Print](#) [Amend Bookings](#)

This sheet is intended to be used for use only. 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.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr R Jaxby	Ben	History	H5
15:35	Miss F Burton	Andrew	Mathematics	M1
15:40	Mrs D Mumford	Andrew	Science	S2

Step 6: Finished

You're now on *My Bookings* page. All your bookings are below. You can print the sheet and will receive an email confirmation. To change your appointments, click on *Amend Booking*.