

**Academy Trust** 

Dyche Lane Sheffield S8 8BR

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Headteacher Kam Grewal-Joy Deputy Headteachers Steve Bacon Tamsin Woodward

SBU/FRO

November 2019

Dear Parent/Carer

We are writing to invite you and your child to our Year 12 Parents' Evening on **Wednesday 15<sup>th</sup> January from 4.30pm until 6.30pm.** We anticipate full representation from all families but if you are unable to attend please ask another family member to attend with your son/daughter.

Appointments will be made via our easy to use online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your schedule.

Appointments can be made from Monday 16<sup>th</sup> December 6.00pm until midnight on Monday 13<sup>th</sup> January.

To book appointments please visit <u>http://meadowhead.parentseveningsystem.co.uk</u> (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 Sixth Form Office on 01142372723 ext 716 and they will be happy to add appointments on your behalf.

## On the evening

On arrival to the Sixth Form Centre please sign in and make your way to your first appointment. Staff and student mentors will be around in the Sixth Form Centre to offer guidance and support.

Year 13 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 **midnight** on **Monday 13**<sup>th</sup> **January**.

Thank you for your quick response and continued support.

Yours faithfully

F. Robinson

Ms Robinson Head of Y12

S. Burdi

Mrs Burdekin Head of Sixth Form

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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	system
email confirmation - please ensure your email address is correct. Your Details	Step 1: Login
Title First Name Surname	
Email Confirm Email	Browse to <a href="https://meadowhead.parentseveningsystem.co.uk/">https://meadowhead.parentseveningsystem.co.uk/</a>
ratbot4@ymai.com ratbot4@ymai.com Student's Details	Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide
First Name     Surname     Date of Birth       Ben     Abbolt     20 • adv     2000 •       Log In     Log In     Log In	
Parents' Evening	Step 2: Select 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. Thursday, 16th March >	Click on the date you wish to book.
Open for bookings  Friday, 17th March Open for bookings  Fm unable to attend	Unable to make the date listed? Click <i>I'm unable to attend</i> . 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	Step 3: Select Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.	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 <i>Next</i> .
Next	We recommend choosing the automatic booking mode when browsing on a mobile phone.
Choose Teachers If you don't with to see any teacher below, deselect them before clicking the batton to continue.	Step 4: Choose Teachers
South fram to get on proceed come declets that before sharing an adduct to consider.      Bern      Mr.J. Brown     Mr.J. Sincleir     Mr.J. Sincleir     Mr.J. Sincleir     Mr.J. Sincleir     Count 1A	If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest/latest you can attend.
Andrew           Most Euron         Dr 8 Monamana           Markematica         Prevah           Contract In Rook Agoustments	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 deselect, click on their name.
Confirm Appointment Times	Step 5a (Automatic): Book Appointments
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.	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.
Teacher Student Subject Room	
17:10 Mr J Sinclair Ben English E6	If it wasn't possible to book every selected teacher during the
17:25 Mrs D Mumford Ben Mathematics M2	times you are able to attend you can either adjust the teachers

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).

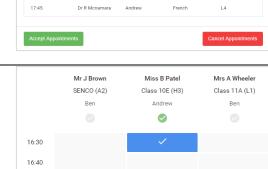
## Step 5b (Manual): Book Appointments

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.

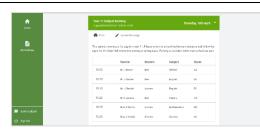
## Step 6: Finished

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*.



16:50

17:00



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