Meadowhead School

Academy Trust

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Sheffield
S8 8BR

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Headteacher
Kam Grewal-Joy
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Steve Bacon
Tamsin Woodward

January 2019

Dear Parent/Carer

We are writing to invite you and your child to our Year 9 Parents' Evening on **Wednesday 12th February from 4.30pm until 6.30pm.** We anticipate full representation from all families but if you are unable to attend, students should meet with their subject teachers to discuss their progress.

We are using the online appointment booking system which allows you to choose your own appointment times with teachers, and you will then receive an email confirming your schedule. Appointments will be made in two different ways:

Teachers
Teachers may prioritise appointments for certain families if they wish to discuss a particular issue with you about your child. Teachers are therefore able to make manual appointments for specific students in advance of the system going live to all Y9 parents.

Parents/Carers
Appointments can be made from 6pm on **Monday 27th January** until midnight on **Monday 10th February.**

To book appointments please visit http://meadowhead.parentseveningsystem.co.uk
(A short guide on how to add appointments is included on the reverse of 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 appointments on your behalf.

On the evening
On arrival, you will receive a booklet for you to record any further action or support required at home by the family. Students must bring their planners to record outcomes.

Year 9 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 10th.**

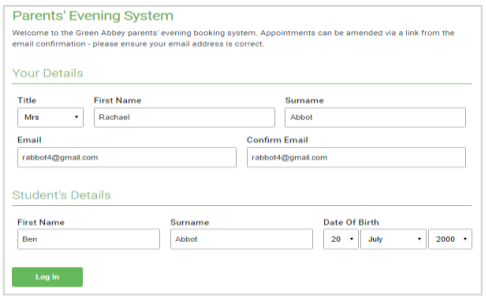
Thank you for your quick response and continued support.

Yours faithfully

Mr M Needham
Head of Y9

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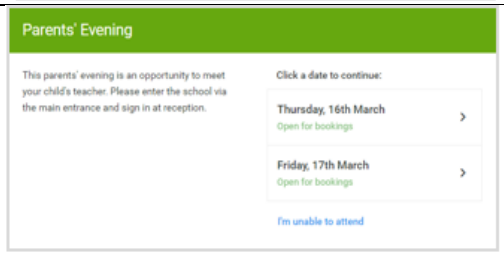
Parents' Guide for Booking Appointments



Step 1: Login

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

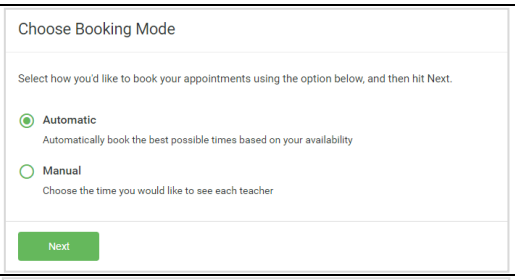
Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide



Step 2: Select Parents' Evening

Click on the date you wish to book.

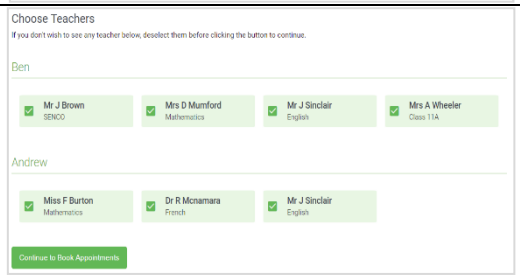
Unable to make the date listed? Click *I'm unable to attend*. Please do this to let us know so that we are aware and staff can arrange to contact you at another time if they need to.



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*.

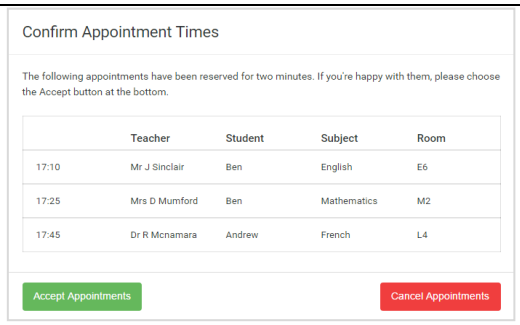
We recommend choosing the automatic booking mode when browsing on a mobile phone.



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.

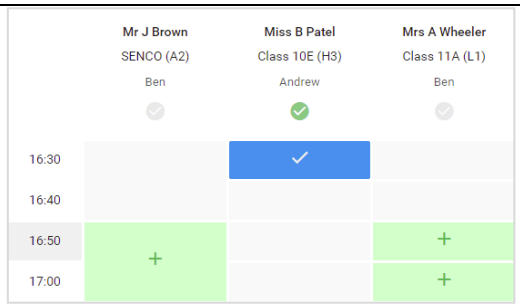
Select the teachers you'd like to book appointments with. (You do NOT have to see every teacher – If a teacher has a specific issue they need to discuss they would have requested an appointment with you in advance). If your child has more than 1 teacher for a subject, ask them to check which teacher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



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.

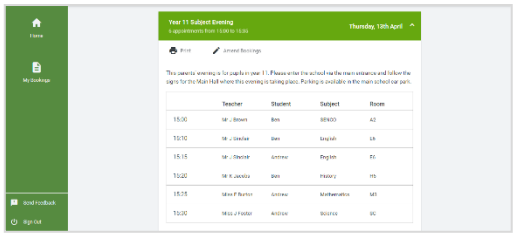
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



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.*