



**Meadowhead School**

**Academy Trust**

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**Headteacher**

*Kam Grewal-Joy*

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*Steve Bacon*

*Tamsin Woodward*

March 2020

Dear Parent/Carer

We are writing to invite you and your child to our Year 10 Parents' Evening on **Wednesday 22nd April 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 now using an online appointment booking system that 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 parents.

### **Parents/Carers**

Appointments can be made from 6pm on **Monday 23<sup>rd</sup> March** until midnight on **Monday 20th April**. If you are unable to attend please indicate this on the system to let us know.

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. Please note that you do **not** have to see every teacher – choose those you would like to see.) 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 Year 10 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 10 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 20th April**.

Thank you for your quick response and continued support.

Yours faithfully

Mr G Hill  
Head of Year 10

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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: 20 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 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. 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 McNamara (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 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 McNamara	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.

**My Bookings** Thursday, 18th April

This parents' evening is for you for use. If you need to cancel or amend your appointments, please click the link below to amend your appointments.

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R McNamara	Andrew	French	L4
Miss F Burton	Ben	Mathematics	M2
Mrs A Wheeler	Ben	Class 11A	L1

## 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*.