



Meadowhead School

Academy Trust

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February 2019

Dear Parent/Carer

We are writing to invite you and your child to our Year 7 Parents' Evening on **Wednesday 20th March 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 Year 7 parents.

Parents/Carers

Appointments can be made from 6pm on **Monday 4th March** until midnight on **Monday 18th March**. 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 7 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 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 midnight on **Monday 18th March**.

Thank you for your quick response and continued support.

Yours faithfully

Mr N Cooper
Head of Year 7

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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 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 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/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 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)	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. 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 15:30
 Thursday, 16th April

This parents evening is to take place from 11. 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 J Sinclair	Ben	History	H5
15:25	Miss F Burton	Andrew	Mathematics	M1
15:30	Miss F Burton	Andrew	Science	S1

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*.