



Tudor Grange Academy  
**Kingshurst**

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## Meet the Tutor and Information Evening (Years 7-13) Wednesday 2<sup>nd</sup> October 2019

Dear Parent/Carer

On **Wednesday 2<sup>nd</sup> October 2019**, we will be holding a *Meet the Tutor and Information Evening* from **4:00pm to 7:30pm**. All students in year 7 to year 13 are required to attend. This is a great opportunity to formally meet your child's academic tutor. In addition, College Leaders, Assistant College Leaders, College Mentors and Student Services representatives will be on hand to offer guidance or answer any concerns or queries.

Please visit <https://tgak.parentseveningsystem.co.uk> to book your appointments. A user guide has been included with this letter and can also be found on our website. Should you have any difficulties using this system, please contact the school office or [office@kingshurst.tgacademy.org.uk](mailto:office@kingshurst.tgacademy.org.uk). If for some reason you cannot get a suitable time please let us know so we may book a progress slot with another senior member of staff for your convenience.

I look forward to seeing you on **Wednesday 2<sup>nd</sup> October 2019** and hope you find it to be an informative and purposeful evening.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Miss Ivery'.

**Miss Ivery**  
College Leader (Data and Outcomes)

# Parents' Guide for Booking Appointments

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

**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:  Mr  
First Name:  John  
Surname:  Smith  
Email Address:  john.smith@gmail.com  
Confirm Email Address:  john.smith@gmail.com

**Child's Details**

First Name:  Sarah  
Surname:  Smith  
DOB dd/mm/yyyy:  28/11/2005

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

**Parents' Evening**  
This parents' evening is for all pupils. 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.

Date: 24/01/2013 Time: 16:00 - 20:30

Continue

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**Choose Teachers**  
Bank teachers are listed below. If you don't wish to see a teacher, de-select them by clicking on the X to remove a teacher. Click their name to de-select them. Add any other teachers you wish to see for this evening.

Mrs J Atkinson - English  
 Mrs J Eastham - French  
 Mrs C Hughes - PE/Motofit  
 Mrs K Jacobs - Geography  
 Mrs M Lubbuck - Class SA  
 Dr S Macnamara - French  
 Dr S Macnamara - German  
 Mrs D Mumford - Mathematics  
 Mrs N Stubb - PSE  
 Mrs J Young - Physical Ed

## Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

Time	Teacher	Subject	Appointment Status	Action
16:00	Mr J Atkinson	English	No Appointment	Book
16:05	Mr A Deary	Geography	No Appointment	Book
16:10	Mr K Jacobs	History	No Appointment	Book
16:15	Mr A Deary	Geography	No Appointment	Book
16:20	Mr J Atkinson	English	No Appointment	Book
16:25	Mr J Atkinson	English	No Appointment	Book
16:30	Mr J Atkinson	English	No Appointment	Book
16:40	Mr J Atkinson	English	No Appointment	Book
16:45	Mr J Atkinson	English	No Appointment	Book
16:50	Mr J Atkinson	English	No Appointment	Book
16:55	Mr J Atkinson	English	No Appointment	Book
17:00	Mr J Atkinson	English	No Appointment	Book

**Confirm & Add Message**  
Optionally, add a message for Mr J Atkinson (English) for your appointment at 16:30.  
I would like to discuss how Sarah's can improve on her recent test results.  
Mrs. Macnamara, let

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

**All Finished!**  
Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to change the appointment.

**What's Next?**  
Download Appointments

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.

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Date: 24/01/2013

**Your Appointments**

Time	Teacher	Subject	Appointment Status	Action
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16:05	Mr A Deary	Geography	No Appointment	Book
16:10	Mr K Jacobs	History	No Appointment	Book
16:15	Mr A Deary	Geography	No Appointment	Book
16:20	Mr J Atkinson	English	No Appointment	Book
16:25	Mr J Atkinson	English	No Appointment	Book
16:30	Mr J Atkinson	English	No Appointment	Book
16:40	Mr J Atkinson	English	No Appointment	Book
16:45	Mr J Atkinson	English	No Appointment	Book
16:50	Mr J Atkinson	English	No Appointment	Book
16:55	Mr J Atkinson	English	No Appointment	Book
17:00	Mr J Atkinson	English	No Appointment	Book
17:05	Mr J Atkinson	English	No Appointment	Book
17:10	Mr J Atkinson	English	No Appointment	Book
17:15	Mr J Atkinson	English	No Appointment	Book
17:20	Mr J Atkinson	English	No Appointment	Book
17:25	Mr J Atkinson	English	No Appointment	Book