



Year 11 Parents' Evening – Wednesday 10th April 2019

Dear Parent/Carer

This letter is to remind you that on **Wednesday 10th April 2019** we will be holding the second annual Parents' Evening for Year 11 students from **4:00pm to 7:00pm**.

Please visit <https://ctcka.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 office.

I look forward to seeing you on the **Wednesday 10th April 2019** and hope you find it to be an informative and purposeful evening.

Yours faithfully

Miss Ivery
College Leader (Data and Outcomes)

Parents' Guide for Booking Appointments

Browse to <https://ctcka.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 Surname

Mr John Smith

Email Address Confirm Email Address

john.smith@gmail.com john.smith@gmail.com

Child's Details

First Name Surname DoB dd/mm/yyyy

Sarah Smith 20/11/2005

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).

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the sign for the main hall where the evening is taking place. Parking is available in the main school car park.

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

Step 2: Select Parents' Evening

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

Choose Teachers

Book teachers as listed below. If you don't wish to see a teacher, de-select them by clicking on the tick mark to remove a teacher, click their name to de-select them. Add any other teachers you wish to see for

Mr J Allison - English

Mrs J Crawford - French

Mr C Highby - History

Mr K Jacobs - Geography

Mr A Lubbock - Class RA

Dr S Moxham - German

Dr S Moxham - Science

Mrs D Mumford - Mathematics

Mr Y Stoddie - P.E.

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 Allison	English	No Appointment	Book
16:05	Mr A. Croy	French	No Appointment	Book
16:10	Mr A. Deary	Geography	No Appointment	Book
16:15	Mr K. Jacobs	History	No Appointment	Book
16:20	Mr L. Vernon	Mathematics	No Appointment	Book
16:25	Book			
16:30	Book			
16:35	Book			
16:40	Book			
16:45	Book			
16:50	Book			
16:55	Book			
17:00	Book			

Confirm & Add Message

Optionally add a message for Mr J Allison (English) for your appointment at 16:30:

I would like to discuss how Sarah's can improve on her recent test results.

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 your appointments.

What's Next?

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".

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.

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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Your Appointments

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16:15	Mr K. Jacobs	History	No Appointment	Book
16:20	Mr L. Vernon	Mathematics	No Appointment	Book
16:25	Book			
16:30	Book			
16:35	Book			
16:40	Book			
16:45	Book			
16:50	Book			
16:55	Book			
17:00	Book			
17:05	Book			
17:10	Book			
17:15	Book			
17:20	Book			
17:25	Book			