



Year 7 Parents' Evening – Wednesday 1st May 2019

Dear Parent/Carer

This letter is to remind you that on **Wednesday 1st May 2019** we will be holding the annual Parents' Evening for Year 7 students from **4:00pm to 7:00pm**.

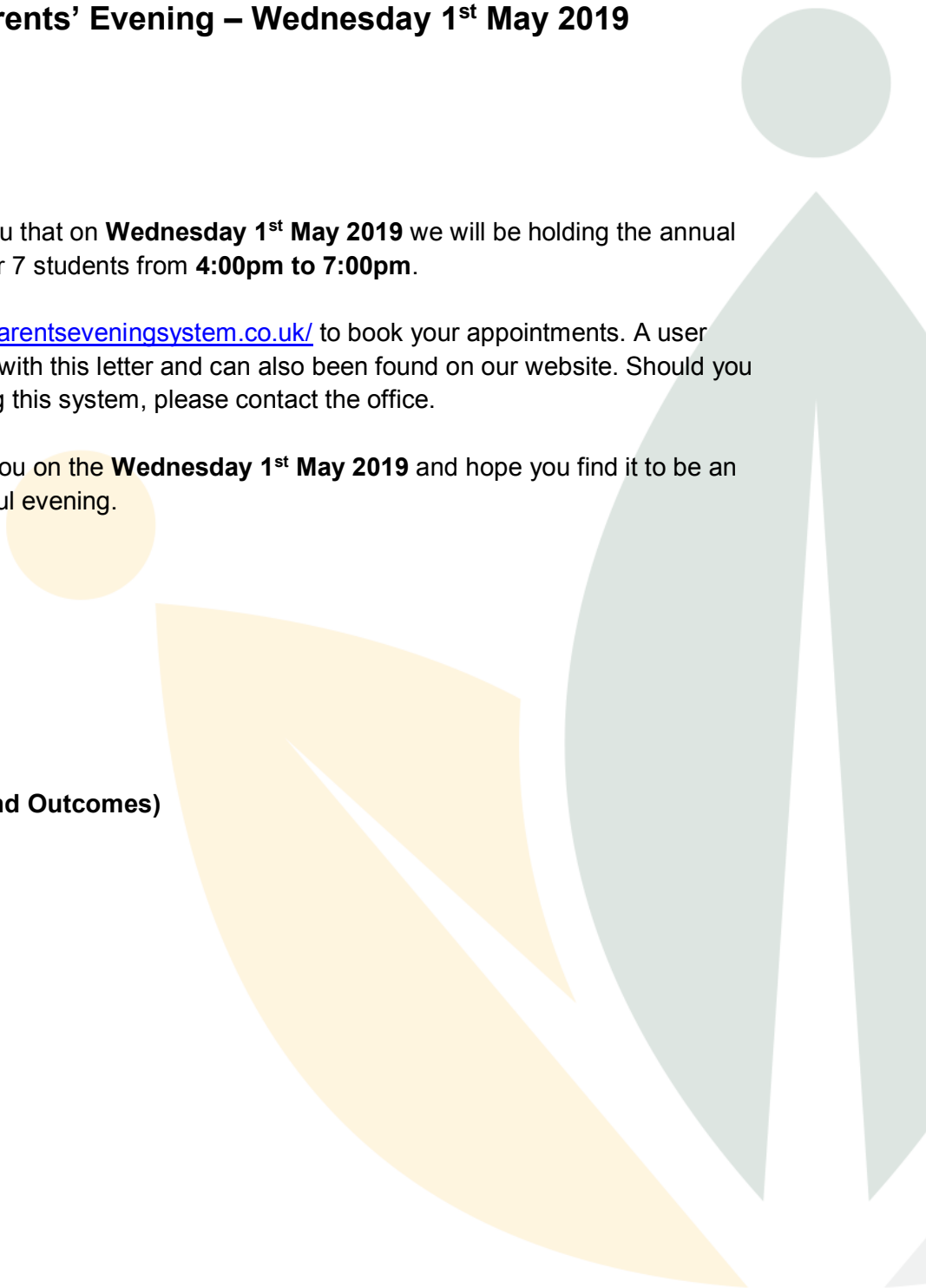
Please visit <https://tgak.parentseveningsystem.co.uk/> to book your appointments. A user guide has been included with this letter and can also be found on our website. Should you have any difficulties using this system, please contact the office.

I look forward to seeing you on the **Wednesday 1st May 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: 20/11/2005

Login & Continue

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).

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

16:00	Mr J Atkinson - English	Mr A Grey - French	Mr A Plesney - Geography	Mr K Jacobs - History	Mrs L Vernon - Mathematics
16:05	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	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.
 Mr Atkinson's job

Add Appointment

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.

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 check your appointments page.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

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 2: Select Parents' Evening

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

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 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

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.

Choose Teachers
 Ben's teachers are listed below. If you don't wish to see a teacher, de-select them by clicking on the tick to remove a teacher, click their name to de-select them. Add any other teachers you wish to see for Ben's children.

Mr J Atkinson - English
 Mr J Eastham - French
 Mr C Hughes - Biz Maths/Ed
 Mr K Jacobs - Geography
 Mr M Lubbock - Basic Pa
 Dr R Neumann - French
 Dr S Neumann - German
 Dr S Wardell - Science
 Mrs D Whitmore - Mathematics
 Mrs A Wood - P.E
 Mrs J Young - Physical Ed

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.

Appointments

Parents' Evening
 This parents evening is for all pupils. Please bring a print out of your appointment times to the parents' evening.
 Date: 24/01/2013

Your Appointments

16:00	No Appointment
16:05	No Appointment
16:10	No Appointment
16:15	No Appointment
16:20	Mr A Grey - French (P)
16:25	Mr J Atkinson - English (P)
16:30	Mr A Lubbock - Basic Pa
16:35	Mr K Jacobs - History (P)
16:40	Mr C Hughes - Maths (P)
16:45	Mr J Young - Physical Ed (P)
16:50	Mrs L Vernon - Maths (P)
16:55	Mrs D Whitmore - P.E (P)
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	