



12 September 2017

Dear Parents/Carers

Year 7 Welcome Evening – Monday 18th September 2017

I would like to invite you and your child to attend our Welcome Evening on Monday 18th September between 3.30pm and 7.00pm in order meet with your child's Tutor to discuss their progress so far. There will also be subject workshops in English and Mathematics.

Appointments can be made using our online system which will open at **1.00pm on Tuesday 12th September 2017** and will close at **1.00pm on Monday 18th September 2017**. Appointments will be held in the Main Hall.

To book appointments please go to the Parent's section of our website where you find a link or visit <https://bruneparkcommunityschool.parenteveningsystem.co.uk>. A short guide on how to book appointments is included with this letter. If you do not have access to the internet please contact the school and our Reception staff will be happy to add appointments on your behalf. Please be aware that, whilst we do our very best to accommodate all requests, each teacher has limited slots, each lasting 5 minutes, to speak with parents. Early booking is advised. There is a waiting list facility on the booking system, where you are able to request alternative arrangements, should you be unable to book an appointment with any of your child's teachers on the evening.

We are delighted to have this valuable opportunity for you and your child to meet with Tutors and other key staff. We would also like to encourage you to attend the subject workshops and talk with members of the school leadership who will be available.

We look forward to seeing you with your child in full school uniform.

For your information the site is open to community groups during the evening, so the school and the car park are likely to be busy. Please bear this in mind in your planning.

Yours sincerely

R Witch (Mr)
Year 7 Progress Leader

M Chandler (Mrs)
Assistant Year 7 Progress Leader

Parents' Guide for Booking Appointments

Browse to <https://bruneparkcommunityschool.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	First Name	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	26/11/2005

[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).

Date of birth – eg: 26/11/2005

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 2: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them.

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R McNamara - French
<input checked="" type="checkbox"/>	Dr R McNamara - German
<input type="checkbox"/>	Dr S Mirandad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

[Add another child](#)

[Continue to Book Appointments](#) [Cancel](#)

Step 3: Choose Teachers

Your child'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. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

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.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
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.

65 characters left

[Add Appointment](#) [Cancel](#)

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

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

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

Home	Appointments
Print Appointments	Your Appointments
Select Evening	16:00
Parents' Evening	16:05
24/01/2013	16:10
	16:15
	16:20
	16:25
	16:30
	16:35
	16:40
	16:45
	16:50
	16:55
	17:00
	17:05
	17:10
	17:15
	17:20
	17:25

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. This enables you to bring a print out of your appointment times in this format to the parents' evening if you wish.

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.