

December 16

Dear Parents/Carers

Parents'/Carers' Consultation Evening – Wednesday 11 January 2017

I am writing to invite you to attend Year 11 Parents'/Carers' Consultation Evening on Wednesday 11 January 2017 from 5pm - 8pm. The evening will take place in Braintree Sixth Form.

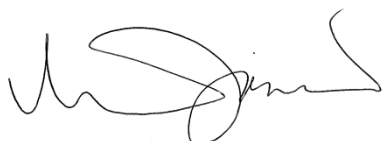
Interviews with teaching staff can be arranged via our Web Based Booking System. This can be accessed via the Notley High School & Braintree Sixth Form website www.notleyhigh.com. Full details of how to access the system and book appointments are attached to this letter. You will be able to book appointments from Monday 12 December 2016. **This will be on a first come first served basis.** If you have any issues accessing the system, please contact Mrs Shipton on 01376 556300 or by email: jane.shipton@notleyhigh.com. **The booking system will close at midnight on Tuesday 10 January 2016.**

Interview times will be for five minutes. Please note, for some subjects your son/daughter may be taught by two different members of staff. When booking your appointments can you please ensure you only make an appointment to see **one** member of staff and not both.

Please can you make a note of or print off your allocated times before you arrive for the evening.

When you arrive, please sign the student list by your son's/daughter's name to indicate you are present.

Yours faithfully



Mrs M Townsend
Assistant Headteacher - KS4



Parents'/Carers' Guide for Booking Appointments

Browse to

<https://notleyhighschool.parentseveningsystem.co.uk/>

Parents' Evening System

Welcome to the Cartside High School 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:

Email Address: Phone Number:

Child's Details

First Name: Surname: Registration Class:

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).

Enter your child's DoB dd/mm/yyyy

Year 7 Parents' / Carers' Consultation Evening

Year 7 Parents' / Carers' Consultation Evening takes place in the Braintree Sixth form building

Date: 14/03/2013 Time: 17:00 - 20:05 Booking Cut Off: 11/03/2013 23:55

Step 2: Select Parents'/Carers' Consultation Evening

Click the green tick to select the parents'/carers' consultation evening you want to make appointments for. Not sure we can change these?

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your 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](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school about the system.

To book appointments for another child, please click the link to complete this process again.

Time	Teacher	Subject
16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pinkney	Geography (H5)
16:25		
16:30	Mr J Atkinson	English (E5)
16:35		
16:40	Mr A Gray	French (L2)
16:45		
16:50	Mr K Jacobs	History (H6)
16:55		
17:00	Mrs L Vernon	Mathematics (M4)
17:05		
17:10		
17:15		
17:20		
17:25		

Viewing/Editing/Printing Appointments

Click the “Appointments” tab to view and print your appointments. Please bring a print out of your appointment times to the parents’/carers’ consultation 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.