

16th December 2019

Dear Parents and Carers,

Parent Consultations this term will be held on Tuesday 7th January (4:30pm-6:30pm) and Wednesday 8th January (3:30pm-5:30pm).

Appointments will be 10 minutes in length. If you have further items you would like to discuss, which you feel may take longer, please arrange with the class teacher for a suitable time.

You can make appointments electronically via the Parents Evening System as follows.

Visit <https://darlinghurst.parentseveningsystem.co.uk/>

Your Details

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's name as recorded on the register. Your name needs to also be as you would have written it on your admissions form. If you're unable to log in please try changing your salutation to Ms/Miss/Mrs

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
[Open for bookings](#)
- Friday, 17th March
[Open for bookings](#)
- [I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

If you're unable to attend click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

- Automatic**
Automatically book the best possible times based on your availability
- Manual**
Choose the time you would like to see each teacher

Step 3: Select Booking Mode

Choose Manual and press *Next* to see all of your children and their class teacher's availabilities.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Add a Teacher](#)

Andrew Abbot

Miss B Patel
Class 10E

[Add a Teacher](#)

[Continue to Book Appointments](#)

Step 4: Choose Teacher

Select the teacher you would like to book appointments with. A green tick indicates they are selected. To de-select, click on their name.

At this point you can also select to see Mrs Grant if you wish to speak about SEND provision and support.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Step 5 (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

The system will ensure you leave a 10 minute window between appointments.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Add Appointment ✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

[Save](#)

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

My 11 Subject Booking Thursday 18th April

[Print](#)

This page shows you 11 appointments. 11. Please note that not all the time slots are available for the Main Hall unless the evening is a holiday. Parking is available for the school for each.

Time	Teacher	Student	Subject	Room
15:30	Mr J Brown	Ben	SENCO	A2
15:30	Mr J Brown	Ben	English	04
15:30	Mr J Brown	Andrew	English	04
15:20	Mr J Brown	Ben	History	04
15:25	Miss B Patel	Andrew	Mathematics	04
15:30	Miss B Patel	Andrew	Maths	04

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

Appointments for Year 1 will take place in the hall. All other years will take place in the classrooms.

Please email mrsocarroll@darlinghurst.co.uk should you experience any difficulties.

Yours sincerely,

Mrs Emma Nicholls
Principal