

November 2018

Dear Parent/Carer

On Friday 14th December the normal teaching day has been collapsed to enable all form tutors to meet with parents and members of their form for an Academic Review. The aim of this day is to ensure both pupils and parents are fully aware of the level of progress being made in a range of key areas including attendance, academic progress and behaviour. This will help staff, pupils and parents agree how further progress can be made and if any further support or intervention is required.

Each pupil/parent will be able to book a 15 minute meeting with their form tutor. Where parents are unable to attend within the given appointment times, we will offer before school appointments on that day with a senior member of staff. If parents cannot attend the Academic Review day meeting, pupils will be expected to attend on their own. Failure to attend may be treated as an unauthorised absence. All pupils must attend in full school uniform and bring their school planner with them. Pupils **must** attend their appointment at the confirmed time.

The meeting will focus on attendance/punctuality, academic targets and progress and behaviour/rewards for all pupils. Additional information will be shared relating to the year group of your child. Work will be set by staff prior to the day for lessons which will be missed on the review day. This work must be done at home.

Some Year 11 pupils will be invited in to school during the day to work with specific teachers to ensure they are up to date with work. Class teachers will inform pupils when and where their sessions will take place.

Appointments can be made via the online Parents Evening System. This allows you to choose your own appointment time and you will receive confirmation via email. For instructions on how to make an appointment, please see the information sheet overleaf. Parents with more than one child will be given the opportunity to make their appointments first, as they will require two or more meetings within a specific time period. I therefore request that you make your appointments before Monday 26th November. Parents with one child will be able to make appointments from the evening of Monday 26th November onwards.

Parents wishing to make earlier appointments (limited availability) will have to contact reception and an appointment will be made with a member of the Senior Leadership Team and not your child's form tutor.

All appointments are to be made by Thur 13th December. Pupils without appointments by this date will be allocated a time by their form tutor.

Yours sincerely

S Thompson
Assistant HeadTeacher

Parents' Guide for Booking Appointments

Browse to <https://perryfields.parentseveningsystem.co.uk/>



Your Details

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

Email: rabbit4@gmail.com, Confirm Email: rabbit4@gmail.com

Student's Details

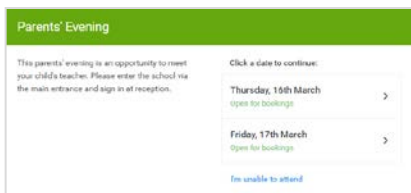
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

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.



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 Review Day

Click on the date you wish to book.

Unable to make all of the dates listed? 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.

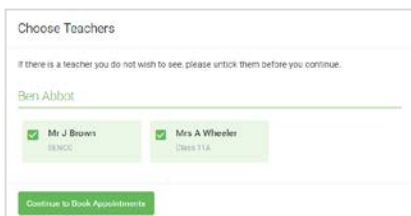
Automatic
Automatically book the best possible times based on your availability.

Manual
Choose the time you would like to see each teacher.

Next

Step 3: Select Booking Mode

To pick a particular time with the form tutor, choose *Manual*. Then press *Next*.



Choose Teachers

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

Ben Abbot

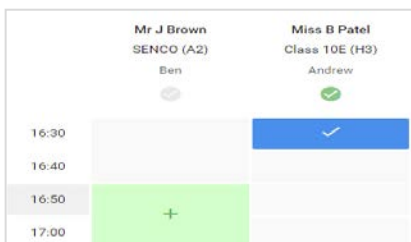
Mr J Brown (SENCO)

Mrs A Wheeler (Class T1A)

[Continue to Book Appointments](#)

Step 4: Choose Teachers

Select the form tutor you'd like to book an appointment with. A green tick indicates they are selected. To de-select, click on their name.



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class TOE (H3) Andrew
16:30		✓
16:40		
16:50	+	
17:00		

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.

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

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 Bookings

Teacher	Subject	Room
Mr J Brown	SEN	SEN1
Mr J Brown	SEN	SEN2
Mr J Brown	SEN	SEN3
Mr J Brown	SEN	SEN4
Mr J Brown	SEN	SEN5
Mr J Brown	SEN	SEN6
Mr J Brown	SEN	SEN7
Mr J Brown	SEN	SEN8
Mr J Brown	SEN	SEN9
Mr J Brown	SEN	SEN10

Step 6: Finished

Your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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