



Backwell School

An Ofsted Outstanding School
A National Teaching School

Station Road, Backwell,
Bristol BS48 3BX
Tel: 01275 463371
mailto:mailbox@backwellschool.net
www.backwellschool.net

Headteacher: Jon Nunes MA

March 2019

Dear Parent/Carer

Year 7 Parents' Evening: Thursday, 28 March

On Thursday 28 March there will be a Parents' Evening for the parents/carers of students in Year 7 to discuss their child's progress. Teachers will be located in both the Main Block and the Maths Block, between 4.15 pm and 6.45 pm. Science, Maths and IT teachers will be based in the Maths Block, while teachers of the remaining subjects will be based in the Main Block.

If this is your first parents' evening at secondary school, it is likely to be very different to those that you have been to at junior school! We operate an online appointments booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments can be made from midday Thursday 21 March and will close at midday on Thursday 28 March. Should you wish to make any changes after this date, or if you do not have access to the internet, please contact the school office, who will be happy to help.

Please visit <https://backwell.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included overleaf.

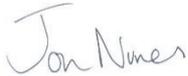
There are a few points to note, however:

- Some teachers teach more than one Year 7 class, some up to as many as three, so they will not be able to see all parents/carers within the available time slots. In these circumstances, the subject teachers will identify those students whose parents/carers they would particularly like to see and they will be contacted direct and appointments offered. After that, remaining spaces will be open to parents/carers of all other students to book. If you would particularly like to speak to a teacher, please contact the school after Thursday 28 March, by telephone on 01275 463371 or email to mailbox@backwellschool.net, and ask for the teacher to contact you. Otherwise, please contact the relevant teacher via the Parents' Portal.
- Appointments are restricted to five minutes. If you anticipate needing more time than this, please would you contact the school to make suitable alternative arrangements.
- Some teachers will be located upstairs. If you are likely to find it difficult to meet with them because of the stairs, please contact the school in advance so that we can put in place alternative arrangements convenient to you.
- Most of the Year 7 tutors teach Year 7 groups and will prioritise subject meetings on the evening. If you would like to speak to any of them regarding pastoral matters, please contact them at school.
- There will also be a representative from the school's governing body present at the evening. Please feel free to speak to them about any aspect of the school (no appointment necessary).

Please enter the school from Station Road, park in the main car park or the overflow car park and follow the signs to Reception, where we will ask you to sign in and give you a plan to help you locate the teachers you wish to see. **Please do not park in the leisure centre car park. For security reasons, we lock the gates at this end of the school and after 5.30 pm you will not be able to gain access to or leave the school this way.** I apologise for any inconvenience this may cause, but I am sure you will appreciate why we have to take such action.

We look forward to seeing you on Thursday 28 March.

Yours sincerely

A handwritten signature in cursive script that reads "Jon Nunes".

Jon Nunes
Headteacher

Parents' Guide for Booking Appointments

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



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.

Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make the date listed? Click *I'm unable to attend*.

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.
We recommend choosing the automatic booking mode when browsing on a mobile device.

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Step 5b (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 alternate 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.

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.
To change your appointments, click on *Amend Bookings*.