



Original Charter  
1589

# QUEEN ELIZABETH'S HIGH SCHOOL

Morton Terrace · Gainsborough · Lincs DN21 2ST · Tel (01427) 612354

Website: [www.qehs.lincs.sch.uk](http://www.qehs.lincs.sch.uk) Email: [office@qehs.lincs.sch.uk](mailto:office@qehs.lincs.sch.uk)

HEADTEACHER: Mr David Allsop, BA(Hons) MSc NPQH

Our Ref: PWR/sas

22 September 2017

Dear Parent/Carer

## Year 11 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Tuesday 17 October from 4.30pm until 7.30pm and we hope that you will be able to attend with your son/daughter to discuss his/her progress.

We have an easy to use online appointment booking system for Parents' Evenings. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

The appointment booking system goes live to parents/carers at 9pm on Thursday 28 September and will close at 11.55pm on Thursday 12 October. Parents will be able to book up to six appointments, each appointment slot is five minutes. From 12.30pm on Thursday 5 October, it will be possible to book up to four additional appointments (subject to availability). If a teacher particularly wants to see you they may pre-book an appointment. If this happens you will receive email confirmation and the booking will appear online. If the time of this appointment is inconvenient you may be able re-arrange it to a different time, subject to availability.

Please visit <https://qehsdn21.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

Login with the following information:

Your details (please note that this needs to be the information for the first contact on our school system, so if you have grandparents as first contact you will need to log in with this information – you are then asked to provide an email address – confirmation of your bookings will be sent to this email address.

Child's details (please ensure that you use your child's legal forename and legal surname)

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mr Russell

Deputy Headteacher, Curriculum & Standards



Artsmark  
Platinum Award  
Awarded by Arts  
Council England



Chartered Institute of  
Educational Assessors  
Excellence in Assessment (Schools)



# Parents' Guide for Booking Appointments

Browse to <https://qehsdn21.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:

Email Address:  Confirm Email Address:

**Child's Details**

First Name:  Surname:  DoB dd/mm/yyyy:

## 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 legal forename and legal surname 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. Add any other teachers you wish to see for

<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 A Lubbock - Class 9A
<input checked="" type="checkbox"/> Dr R McNamara - French
<input checked="" type="checkbox"/> Dr R McNamara - German
<input type="checkbox"/> Dr S Mlonddd - Science
<input checked="" type="checkbox"/> Mrs D Munford - Mathematics
<input checked="" type="checkbox"/> Mr V Stockill - PSE
<input checked="" type="checkbox"/> Miss J Young - Physical Ed

## 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.

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	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
No Appointment	No Appointment	No Appointment	No Appointment
16:00 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:05 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20 <input type="button" value="Busy"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30 <input type="button" value="Book"/>	Busy	<input type="button" value="Book"/>	<input type="button" value="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](#) [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the Parents' Evening.

### Home Appointments

Print Appointments

**Select Evening** 16:00  
Parents' Evening 16:05  
24/01/2013 16:10

**Your Appointments**

16:15	Mr A Pinkney - Geography (H5)
16:20	Mr J Atkinson - English (E5)
16:25	
16:30	Mr A Gray - French (L2)
16:35	
16:40	Mr K Jacobs - History (H6)
16:45	
16:50	Mrs L Vernon - Mathematics (M4)
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. Please bring a print out of your appointment times to the Parents' 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.