



# SYDENHAM SCHOOL

Specialist Science and Mathematics School

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19 January 2017

Dear Parent/Carer

## **Year 7 Parents' Evening – Wednesday 8<sup>th</sup> February 2017 - Online Appointment Booking**

I would like to invite you to attend our Parents' Evening on Wednesday 8<sup>th</sup> February 2017. This is an important evening as it gives you the opportunity to consult with individual subject staff about how your daughter is progressing and how she can build upon her current success.

Year 7 is a crucial time for your daughter and we would expect to see a parent or carer for every student.

For this Parents' evening, we have made some changes to the way our online appointment system operates, which is open for you to make appointments from Saturday 21 January. Due to time constraints, it is not possible for every parent to meet with a teacher for every subject their daughter studies, and in the past this has led to some parents being unable to book appointments. Instead, we now ask you to select up to a maximum of eight teachers to speak with on the evening, and this will ensure a more equal spread of appointments. Note that the online booking system will not allow you to book any more than 8 appointments in total. Each appointment lasts for five minutes and parents are requested to keep to their time to prevent a backlog building up.

If a teacher you desperately wanted to speak to on the evening is unavailable for any reason, you can contact them by telephone or email at the school. Indeed, you are welcome to contact tutors, class teachers or myself with any concerns you may have at any time, so please do not feel you need to wait for Parents' Evening to do this.

In order to make appointments, log onto <https://sydenhamschool.parenteveningsystem.co.uk> or follow the available link on the School's website. On the reverse of this letter are some simple instructions about how to log in. Please note that the booking system will close the day before Parents' evening, so please make sure you make your appointments in plenty of time. If you do not have access to the Internet, please contact Paulette Wilks-Hamid by telephone on 0208 699 6731.

If you need to see me in my capacity as your daughter's Year Learning Co-ordinator, you will need to book an appointment for an alternative date as I will be meeting with parents of the students I teach in Year 7 on this evening. You can e-mail me or your daughter's tutor to make an appointment. Alternatively, you can book an appointment with Ms Emmanuel Head of Key Stage 3.

I look forward to seeing you all on Wednesday 8<sup>th</sup> February 2017.

Yours sincerely

Ms Smart  
Year 7 Learning Coordinator



# Parents' Guide for Booking Appointments

Browse to <https://sydenhamschool.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: Mr First Name: John Surname: Smith  
 Email Address: john.smith@gmail.com Confirm Email Address: john.smith@gmail.com

#### Child's Details

First Name: Sarah Surname: Smith DoB dd/mm/yyyy: 26/11/2005

[Login & Continue](#)

## Step 1: Login

Please fill out all the details on the page. These must match the records we hold for you in order to successfully login to the system.

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). Please type your daughter's date of birth in the format dd/mm/yyyy, e.g. 06/11/2005.

### 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 [Continue](#)

## 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

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr A Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Akandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Mrs J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

## Step 3: Choose Teachers

Your daughter'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.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson - English (E)	Mr A Gray - French (L)	Mr A Pinkney - Geography (G)	Mr K Jacobs - History (H)	Mrs L Vernon - Mathematics (M)
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
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16:30	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:35	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:40	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:45	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:50	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:55	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
17:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>

**Confirm & Add Message**  
 Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:  
 I would like to discuss how Sarah's can improve on her recent test results.  
 65 characters left  
[Add Appointment](#) [Cancel](#)

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. You may also wish to enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making 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. A printout of your appointments and an information pack will be available for you to collect on the evening.

To send the school feedback about this system, click on "Send Feedback".

[Home](#) [Appointments](#)

[Print Appointments](#) **Your Appointments**

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

16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
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17:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>

[Add/Edit/Delete](#)

## Viewing/Editing/Printing Appointments

You can view your appointments online by clicking the "Appointments" tab.

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. You can add and edit bookings until the end of the day on the day before the Parents Evening, after which no further bookings are possible.