

Friday 27th February 2015

Dear Parents and Guardians

Foundation Level Parent Consultation, Tuesday 17th March 2015, 3.00pm-5.30pm

I am very pleased to invite you to the Parent Consultation for Foundation Level on **Tuesday 17th March 2015**. The aim of the session is for you to meet your child's subject teachers and hear from them about the areas in which they are making progress, and what their targets should be to help them move forward. It is also an opportunity for you to ask any questions you have about their learning and progress in that subject.

At the evening you will be able to collect a copy of their most recent report from reception which summarises their progress across the curriculum, and their commitment to learning in each subject. This is a brief report. A detailed report is produced towards the end of the academic year.

BOOKING APPOINTMENTS

Appointments with your child's teachers can be made online, and the booking system will be available from **10:00 on Thursday 5th March until 16:00 on Thursday 12th March**. Should you wish to make any changes after this date please contact the school office. Please see the attached information sheet for full details. If you do not have access to the internet, please contact the Academy office who will be happy to make appointments on your behalf.

FIRST COME FIRST SERVED

We operate a 5 minute appointment system, with 5 minute breaks between appointments. This enables movement time between subjects across floor 4, 5 and 6. On evenings such as these, it is therefore more difficult to see staff who teach multiple classes in the same year group, as demand for these teachers will be very high. This tends to apply mainly to the subjects with a smaller time allocation in the week such as Music, Art and Drama. Where you wish to see a particular member of staff, please do ensure that you book a time slot early. Please can I ask that parents are therefore flexible and aim to see approximately **7 teachers across the consultation**.

Should you have any further questions about the parent consultation event, or if you require any support with booking appointments, please don't hesitate to contact the Academy office.

I look forward to welcoming you to the Academy on 17th March.

Yours sincerely,



Mr T Bowen
Assistant Principal

Parents' Guide for Booking Appointments

Go to <https://WebAddress.parentseveningsystem.co.uk/> This link will also be available on the Important Notice of the UCL Academy website

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 "preferred" forename that matches our records (no abbreviations), along with their surname and 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.

Continue

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

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

Step 3: Choose Teachers

Your children'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.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

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	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	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. To send the school feedback about this system, click on "Send Feedback".

The screenshot shows a web interface for managing appointments. The main area is titled 'Your Appointments' and displays a grid of time slots. The following table represents the data shown in the screenshot:

Time	Appointment
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Adkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
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.