

Thursday, 19 November 2015

Dear Parents and Guardians

RE: Level 1 Parent Consultation, Thursday 26th November 2015, 4.00pm - 6.30pm

I am very pleased to invite you to the Parent Consultation for Level 1 on **Thursday 26th November 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 **Friday, 20th November 2015**. 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 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 flexible and aim to see a selection of key teachers across the consultation (previously, we have suggested that 7 teachers would be an ideal number of appointments for each student).

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 enquiries or email parentsevening@uclacademy.co.uk.

I look forward to welcoming you to the Academy on Thursday, 26th November 2015.

Yours sincerely



Mr Thomas Bowen
Assistant Principal

Parents' Guide for Booking Appointments

Go to <https://uclacademy.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 – e.g: 26/11/2005

Please note that **Priority 1** parent details are used to log into the system.

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

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R Mochamara - French
- Dr R Mochamara - German
- Dr S Mwandad - 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 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 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. At the top, there are tabs for 'Home' and 'Appointments'. Below the tabs, there are two main sections: 'Print Appointments' and 'Your Appointments'. The 'Your Appointments' section displays a list of time slots from 16:00 to 17:25. Some slots are filled with appointment details, including teacher names and subjects. For example, at 16:20, there is an appointment with Mr. A. Pinkney for Geography (H5). At 16:30, there is an appointment with Mr. J. Adkinson for English (E5). At 16:40, there is an appointment with Mr. A. Gray for French (L2). At 16:50, there is an appointment with Mr. K. Jacobs for History (H6). At 17:00, there is an appointment with Mrs. L. Vernon for Mathematics (M4). There is also a link to 'Add/Edit/Delete' at the bottom right of the appointment list. On the left side, there is a sidebar with 'Print Appointments' and 'Select Evening' (Parents' Evening 24/01/2013). On the right side, there is a sidebar with 'Parents' Evening' information, including a note that the evening is held at the school via the main hall for the Main Hall where parking is available in the morning, and the date 24/01/2013.

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.