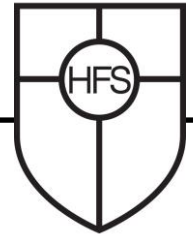


# The Holy Family Catholic School



Our Ref: KRY/DK

18 January 2021

Dear Parent/Carer

## Year 11 Virtual Consultation Evening Thursday, 28 January 2021

There will be a virtual Year 11 Consultation Evening on **Thursday, 28 January 2021** from 3.50 pm until 6.20 pm, where you will have the opportunity to discuss your child's progress.

In order to discuss students' progress in their examination courses so far, it is hoped that all parents and students are able to log on. This virtual meeting will also provide an ideal opportunity for us to look at ways to ensure your child fulfils his or her potential especially at this difficult time. This will also ensure students gain appropriate feedback from their recent online submissions and work completed prior to the Christmas holidays.

The online appointment booking system allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

For parent instructions to join a virtual parents evening, please follow this link:  
<https://support.parenteveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

For written instructions of how to book your appointments, please see below.

Appointments are now available to book online. Please visit <https://holyfamily.parenteveningsystem.co.uk> to book your appointments. Log in with the following information:

Student's forename

Student's surname

Date of Birth

If you do not have access to the internet, please contact the school office.

Yours sincerely

K Ryan  
Progress Leader for Year 11

# Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rachael4@gmail.com, Confirm Email: rachael4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

## 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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March  
Open for bookings

Friday, 17th March  
Open for bookings

I'm unable to attend

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability

Manual  
Choose the time you would like to see each teacher

Next

## 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.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown  
SENCO

Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## 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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

## 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).

Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1))

Ben, Andrew, Ben

16:30, 16:40, 16:50, 17:00

## 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

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 11: My Bookings

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Mr J Brown	Ben	History	H4
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Andrew	Science	S1

## Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments 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*.