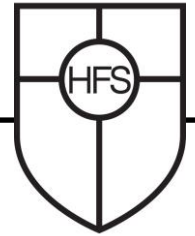


The Holy Family Catholic School



Our Ref: KRY/DK

3 February 2021

Dear Parent/Carer

Year 10 Virtual Consultation Evening Thursday, 11 February 2021

There will be a virtual Year 10 Consultation Evening on **Thursday, 11 February 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. Each appointment will last for four minutes and will automatically cut out, teachers have no control over the timings. Please log onto the system before your first appointment to ensure you have adequate time with teachers.

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>

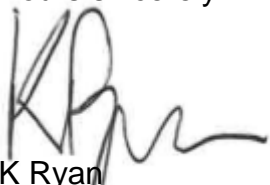
For written instructions of how to book your appointments, please see below.

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 10

Interim Headteacher: Ms S Mather The Holy Family Catholic School, Spring Gardens Lane, Keighley, BD20 6LH
Tel: 01535 210212 Email: office@holyfamilyschool.uk Web: www.holyfamilyschool.uk

Parents' Guide for Booking Appointments

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

The screenshot shows a login form with two sections. The 'Your Details' section includes fields for Title (a dropdown menu with 'Mrs' selected), First Name (text input with 'Rachel' entered), Surname (text input with 'Abbot' entered), Email (text input with 'rabbot4@gmail.com' entered), and Confirm Email (text input with 'rabbot4@gmail.com' entered). The 'Student's Details' section includes fields for First Name (text input with 'Ben' entered), Surname (text input with 'Abbot' entered), and Date Of Birth (a date picker showing 20, July, 2000). A green 'Log In' button is located at the bottom left of the form.

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.

The screenshot shows a screen titled 'Parents' Evening'. On the left, there is a paragraph of text: '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.' On the right, there is a section titled 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March'. Each date has a right-pointing arrow and a link that says 'Open for bookings'. At the bottom, there is a blue link that says '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*.

The screenshot shows a screen titled 'Choose Booking Mode'. It contains the text: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (which is selected) and 'Manual'. Under 'Automatic', it says 'Automatically book the best possible times based on your availability'. Under 'Manual', it says 'Choose the time you would like to see each teacher'. A green 'Next' button is located at the bottom left.

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
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monama	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) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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 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*.

Time	Teacher	Student	Subject	Room
15:50	Mr J Brown	Ben	English	E6
16:10	Mr J Brown	Ben	English	E6
16:20	Mr J Brown	Ben	English	E6
16:30	Mr J Brown	Ben	English	E6
16:40	Mr J Brown	Ben	English	E6
16:50	Mr J Brown	Ben	English	E6
17:00	Mr J Brown	Ben	English	E6

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.

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