

Our Ref: LHU/DK

17 November 2021

Dear Parent/Carer

Sixth Form Virtual Consultation Evening: Thursday, 2 December 2021

Data Collection 1 is currently taking place in school for Years 12 and 13 and follows our first Purple Assessment Zone. This is a particularly important Consultation Evening for students in all their subjects as teachers are in a strong position to target areas for success in the summer.

As you will be aware from the key dates we sent out at the start of the year, **Sixth Form Consultation Evening** will take place virtually on **Thursday, 2 December 2021** between **3.50 pm and 6.20 pm**. This virtual meeting will provide an ideal opportunity for you to discuss assessment and data collection results with subject teachers and explore ways to ensure your son/daughter fulfils his/her full potential throughout the remainder of this year.

Please visit <https://holyfamily.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is on the reverse of this letter and instructions are available on the school's website. You can login using the information below:

Student's forename

Student's surname

Date of Birth

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

If parents are unable to attend this meeting, we ask that students attend alone and discuss their progress with their subject tutors.

Finally, please bear in mind that your son's/daughter's full attendance at school is vital for their ultimate success. There are concerns regarding the poor attendance and punctuality of some students. Consequently, we would be grateful if you could ensure your child attends school every day unless he or she is too ill to do so. Additionally, I would ask that you avoid taking your son/daughter out of school on holiday during this crucial last key stage of their education.

Our dedicated telephone line to report Sixth Form absences on the morning of each absence, please ring 01535 612888 or email Miss Brown on fbrown@holyfamilyschool.uk.

Please see the link below which gives you full instructions on what to do in the run up to your appointment time:

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely



L Oldroyd (Mrs)

Directors of Sixth Form, Associate Assistant Headteachers



P Riley

Parents' Guide for Booking Appointments

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

The form is divided into two sections. The top section, 'Your Details', has fields for Title (Mrs), First Name (Rachael), Surname (Abbot), Email (rabbot4@gmail.com), and Confirm Email (rabbot4@gmail.com). The bottom section, 'Student's Details', has fields for First Name (Ben), Surname (Abbot), and Date Of Birth (29 July 2000). A 'Log In' button is at the bottom.

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 screen has a green header 'Parents' Evening'. Below is a paragraph explaining the event. To the right, under 'Click a date to continue:', there are two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with an 'Open for bookings' link and a right arrow. At the bottom, there is a link '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 screen is titled 'Choose Booking Mode'. It asks the user to select how they'd like to book appointments. There are two radio buttons: 'Automatic' (selected) and 'Manual'. Below each is a brief description. A 'Next' button is at the bottom.

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.

The screen is titled 'Choose Teachers'. It has a note: 'If there is a teacher you do not wish to see, please untick them before you continue.' Below, under 'Ben Abbot', there are two teacher cards: 'Mr J Brown' (SENCO) and 'Mrs A Wheeler' (Class 11A). Both have green checkmarks. A 'Continue to Book Appointments' button is at the bottom.

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.

The screen is titled 'Confirm Appointment Times'. It has a note: 'The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.' Below is a table with columns: Teacher, Student, Subject, Room.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Murreford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Buttons for 'Accept Appointments' and 'Cancel Appointments' are at the bottom.

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).

The screen shows three teacher cards: 'Mr J Brown' (SENCO (A2)), 'Miss B Patel' (Class 10E (H3)), and 'Mrs A Wheeler' (Class 11A (L1)). Below each is a student name: Ben, Andrew, Ben. A grid shows time slots from 16:30 to 17:00. A blue box with a checkmark is at 16:30 for Miss B Patel. Green boxes with a plus sign are at 16:50 and 17:00 for Mr J Brown and Mrs A Wheeler.

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.

The page shows a table of bookings with columns: Teacher, Student, Subject, Room. Below the table are buttons for 'Print' and 'Subscribe to Calendar'. At the bottom, there is a link 'Amend Bookings'.

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*.