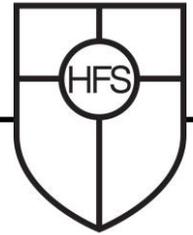


The Holy Family Catholic School



Our Ref: KRY/DK

26 January 2021

Dear Parent/Carer

Year 11 Virtual Consultation Evening Thursday, 10 February 2022

There will be a virtual Year 11 Consultation Evening on **Thursday, 10 February 2022** from 3.50 pm until 6.20 pm, where you will have the opportunity to discuss your child's progress via video call on a mobile device or computer.

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.

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>

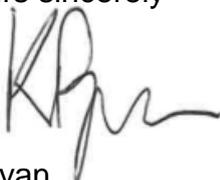
For written instructions of how to book your appointments, please see overleaf.

In order to join the appointment, we will use the primary email address that we hold for your child to enable the system to recognise you. 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
Director of 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.

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	A2
Mr J Brown	Ben	English	E6
Mr J Brown	Andrew	English	E6
Mrs A Wheeler	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*.