



Headteacher: Mr D. N. Mountney BSc MA

Aldridge School - An Academy

February 2015

Dear Parents

Year 11 Progress Meeting

Wednesday 11 March 2015 - 4.30-7.00p.m.

I am pleased to be able to invite you to a Progress Meeting on 11 March at which you will be able to discuss your son/daughter's progress during the past academic year with his/her subject teachers.

The school uses an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments can be made from 8.00pm on 26 February and will close at 7.00 am on 11 March. Should you wish to make any changes after this date please contact the house office. Following feedback, a map of staff locations in the hall is available on the school home page to assist you with arranging your appointments.

Please visit **<https://aldrigedgeschool.parentseveningsystem.co.uk>** to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with the following information:

Student's First Name:

Student's Surname

Login Code:

If you do not receive a personalised letter or need a second copy, please email help@aldrigedgeschool.org and state your child's name and form for a copy to be emailed back or contact house office.

If you do not have access to the Internet, please contact the house office who will be happy to add appointments on your behalf. Although it may be difficult it will be helpful for all of us to keep to these appointment times. If it transpires that a much longer discussion is required, then further arrangements for a more detailed discussion can be made. This enables the evening to proceed much more smoothly and delays to be avoided.

I look forward to seeing you on 11 March 2015. On arrival please collect a map and sign in using the lists in the reception area. Evaluation sheets will also be available for your feedback, which will be welcomed.

Yours sincerely

D Mountney
Headteacher

Achieving excellence together



Parents' Guide for Booking Appointments

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

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).

Enter the login code found in the letter.

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

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. Click on the Continue button to proceed.

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

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.

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 Login Code

[Login & Continue](#)

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.

[Continue](#)

Date: 24/01/2013 Time: 16:00 - 20:30

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

| | |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Mr J Atkinson - English |
| <input checked="" type="checkbox"/> | Ms J Estaphan - French |
| <input checked="" type="checkbox"/> | Mr C Hughes - Res Materials |
| <input checked="" type="checkbox"/> | Mr K Jacobs - Geography |
| <input type="checkbox"/> | Mr M Lubbock - Class 9A |
| <input checked="" type="checkbox"/> | Dr R McNamara - French |
| <input checked="" type="checkbox"/> | Dr R McNamara - German |
| <input type="checkbox"/> | Dr S Mlandad - Science |
| <input checked="" type="checkbox"/> | Mrs D Mumford - Mathematics |
| <input checked="" type="checkbox"/> | Mr V Stockill - PSE |
| <input checked="" type="checkbox"/> | Miss J Young - Physical Ed |

[Continue to Book Appointments](#) [Cancel](#)

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

| | Mr J Atkinson English E5 | Mr A Gray French L2 | Mr A Pinkney Geography H5 | Mr K Jacobs History H6 | Mrs L Vernon Mathematics M4 |
|-------|--------------------------------|---------------------------|---------------------------------|------------------------------|-----------------------------------|
| 16:00 | No Appointment | No Appointment | No Appointment | No Appointment | No Appointment |
| 16:05 | Book | Book | Book | Book | Book |
| 16:10 | Book | Book | Book | Book | Book |
| 16:15 | Book | Book | Book | Book | Book |
| 16:20 | Busy | Book | Book | Book | Book |
| 16:25 | Book | Book | Book | Book | Book |
| 16:30 | Book | Book | Book | Book | Book |
| 16:35 | Book | Book | Book | Book | Book |
| 16:40 | Book | Book | Book | Book | Book |
| 16:45 | Book | Book | Book | Book | Book |
| 16:50 | Book | Book | Book | Book | Book |
| 16:55 | Book | Book | Book | Book | Book |
| 17:00 | Book | Book | Book | Book | Book |

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

65 characters left

[Add Appointment](#) [Cancel](#)

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](#)

Home **Appointments**

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Your Appointments

| | |
|-------|---------------------------------|
| 16:00 | |
| 16:05 | |
| 16:10 | |
| 16:15 | |
| 16:20 | Mr A Pinkney - Geography (H5) |
| 16:25 | |
| 16:30 | Mr J Atkinson - English (E5) |
| 16:35 | |
| 16:40 | Mr A Gray - French (L2) |
| 16:45 | |
| 16:50 | Mr K Jacobs - History (H6) |
| 16:55 | |
| 17:00 | Mrs L Vernon - Mathematics (M4) |
| 17:05 | |
| 17:10 | |
| 17:15 | |
| 17:20 | |
| 17:25 | |

[Add/Edit/Delete](#)

Parents' Evening

This parents' evening is 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