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Headteacher: Mr D. N. Mountney BSc MA

Aldridge School - An Academy

March 2015

FORM «Class»

Dear Parents

Year 10 Progress Meeting Wednesday 15 April 2015 - 4.30-7.00p.m.

I am pleased to be able to invite you to a Progress Meeting on 15 April 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 March and will close at 7.00 am on 15 April. 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://aldridgeschool.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:	«First_Name»
Student's Surname:	«Surname»
Login Code:	«Login_Code»

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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.

We would also like to use this evening as an opportunity to check that the details we hold for you on our database are correct. On arrival you will be issued with a copy of your child's details. Please can you check them, amend if necessary then place in the comments box.

This evening is predominately for discussing academic progress. If you would like to meet with your child's Form Tutor or Head of House please contact school to make separate arrangements.

I look forward to seeing you on 15 April 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

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Healthy Schools

Parents' Guide for Booking Appointments

Browse to https://aldridgeschool.parentseveningsystem.co.uk/

Parents' Even	ing Syst	em	
Welcome to the Green Abbey via a link from the email cor	y parents' evenin firmation - plea	ng booking system. Appointments can be amended ase ensure your email address is correct.	
Your Details			
Title First Name		Surname	
Mr 💌 John		Smith	
Email Address		Confirm Email Address	
john.smith@gmail.com		john.smith@gmail.com	
Child's Details First Name	Surname	Login Code	
Sarah	Smith	4961 3587	

 \checkmark

Continue

Select a parents' evening to add appointments:

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

This parents' evening is or 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.

Parents' Evening

Step 1: I	.ogin
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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.

Choose Teachers Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the To remove a teacher, click their name to deselect them. Add any other teachers you wish to see fr

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To remove a teacher, cuck their name to deselect them. Add any other teachers you	wish to see
🗹 Mr J Atkinson - English	
🗹 Ms J Estaphan - French	
🗹 Mr C Hughes - Res Materials	
🗹 Mr K Jacobs - Geography	
Mr M Lubbock - Class 9A	
🗹 Dr R Mcnamara - French	
🗹 Dr R Mcnamara - German	
Dr S Miandad - Science	
🗹 Mrs D Mumford - Mathematics	
🗹 Mr V Stockill - PSE	
🗹 Miss J Young - Physical Ed	
Cancel	

Please no	te there is a minimun	n time between appo	intments of 5 mins. T	his is to ensure you a	rrive at your next appoi
	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment	Mrs L Vernon Mathematics M4 No Appointment
16:00	Book	Book	Book	Book	Book
16:05	Book	B			×
16:10	Book	BC Cont	irm & Add M	essage	
16:15	Book	Be Optiona	ally add a message f	or Mr J Atkinson (Er	nglish) for your
16:20	Busy	B(appoint	tment at 16:30:		
16:25	Book	B I would	I would like to discuss how Sarah's can		
16:30	Book	BI improv	e on her recent test	results.	
16:35	Book	B 65 cha	racters left	/	8
16:40	Book	B			
16:45	Book	B			
16:50	Book	<u>B(</u>	Id Appointment	ancel	
16:55	Book	<u>B6</u>	<u>2001</u>	5659	<u></u>
17:00	Book	Book	Book	<u>Book</u>	Book

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

Print Appointments		Your Appointments	
Select Evening	16:00		
	16:05		Parents' Evenir
Parents' Evening	16:10		
24/01/2013	16:15		This parents' evening is
	16:20	Mr A Pinkney - Geography (H5)	the school via the main
	16:25		Darking is available in th
	16:30	Mr J Atkinson - English (E5)	Parking is available in u
	16:35		Date: 24/01/2013 T
	16:40	Mr A Gray - French (L2)	044012 10012010
	16:45		
	16:50	Mr K Jacobs - History (H6)	
	16:55		
	17:00	Mrs L Vernon - Mathematics (M4)	Add/Edit/Delete
	17:05		
	17:10		
	17:15		
	17:20		
	17:25		

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.