



Headteacher: Mr D. N. Mountney BSc MA

Aldridge School - An Academy

February 2015

Dear Parents

**Year 12 & Year 13 Progress Meeting
Thursday 5 March 2015 – 4.30 – 7.00 pm
Goodsell Hall**

I am pleased to invite you to a Progress Meeting which will enable you to discuss your son's/daughter's progress to date and their prospects for the future.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from 4.00pm on Sunday 15 February and will close at 7.00 am on 5 March. Should you wish to make any changes after this time please contact 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://aldrigednesday.parenteveningsystem.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 have access to the Internet, please contact 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.

Since many classes have more than one teacher please ask your son/daughter for guidance on booking with the most appropriate teachers. I will be available on the evening for drop in appointments.

I do hope that you are able to attend this meeting. It is quite appropriate for you to be accompanied by your son/daughter.

I look forward to seeing you on 5 March 2015.

Yours sincerely

Mrs R Elton
Head of Sixth Form

Achieving excellence together



Parents' Guide for Booking Appointments

Browse to <https://aldrigedhschool.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.

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: Mr | First Name: John | Surname: Smith
Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | Login Code: 4961 3587

[Login & Continue](#)

Step 2: Select Parents' Evening

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

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

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 tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- 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 Mlondad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

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

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.

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

	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**:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

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

Step 5: Finished

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

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](#)

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.

Home | **Appointments**

[Print Appointments](#)

Your Appointments

Time	Teacher	Subject
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 for the Main Hall where Parking is available in the

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