



Contact: Mr Davies

Ref: PKI/SN

6<sup>th</sup> November 2018

Dear Parent/Guardian

### Year 12 Consultation Evening- Online Appointment Booking

I write to inform you that the Consultation Evening for parents of Year 12 students with subject teachers and tutors will take place on **Thursday 29<sup>th</sup> November 2018** from **5:00 pm** until **8:00 pm**.

During the Consultation Evening, parents will have the opportunity to meet with subject staff for formal discussions. The evening will also incorporate a presentation to parents regarding future opportunities for students at the end of their A Levels. The presentation will run twice during the evening in the Weston Theatre. Parents of students in **12B, 12R, 12K** and **12W** should attend the presentation between **5:30 pm** and **6:00 pm** and parents of students in **12E, 12S, 12T** and **12N** should attend the presentation between **6:10 pm** and **6:40pm**.

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 now and will close on Wednesday 28<sup>th</sup> November at 16:00. Should you wish to make any changes after this date please contact the school office.

Please visit <https://brookewestonacademy.parenteveningsystem.co.uk/> to book your appointments. (A short guide on how to add appointments is included with this letter.)

You will need to login with the following information:

Title  
Surname

In addition, your child's:

First Name  
Surname  
DOB

If you are unable to make an appointment using the online system, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

P Kirkbride  
Principal



# Parents' Guide for Booking Appointments

Browse to <https://brookwestonacademy.parentsevensingssystem.co.uk/>

Parent Details

Title:  First Name:  Surname:   
 Mrs:  Address:   
 Email:  Confirm Email:   
 parentsevensingssystem.com | parentsevensingssystem.com

Child Details

First Name:  Surname:  Date Of Birth:  28 July 2008  
 Ben | John | 28 July 2008

## 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 arrive at the school by the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March  
Friday, 17th March  
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 options 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

## 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 uncheck them before you continue.

Ben's Subject

Mr J Brown  
 Mrs A Wheeler

## 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 suggested for Ben based on his preferences. If you're happy with them, please choose the Accept button at the bottom.

Time	Teacher	Classroom	Subject	Room
17:10	Mr J Brown	Ben	English	16
17:25	Mrs A Wheeler	Ben	Mathematics	12
17:40	Mr A Wheeler	Andrew	French	14

## 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  
SEND0 (A2)  
Ben

Miss B Patel  
Class 10E (H3)  
Andrew

Mrs A Wheeler  
Class 11A (L1)  
Ben

17:30

17:40

17:50

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

Time	Teacher	Classroom	Subject	Room
17:10	Mr J Brown	Ben	English	16
17:25	Mrs A Wheeler	Ben	Mathematics	12
17:40	Mr A Wheeler	Andrew	French	14

## 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*.