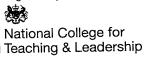
National Teaching School designated by





Northants NN18 8LA t 01536 396366

f 01536 396867 enquiries@brookeweston.org

Principal Peter Kirkbride MA

Contact: Mr Davies

Ref: PKI/SN

6th 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 <a href="https://brookewestonacademy.parentseveningsystem.co.uk/">https://brookewestonacademy.parentseveningsystem.co.uk/</a> 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.

Your sincerely

P Kirkbride Principal





# Parents' Guide for Booking Appointments



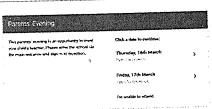
Browse to https://brookewestonacademy.parentseveningsystem.co.uk/

ik.	Fast Name	Sutneme
W.5 .	Radel	Aped
mult		Contam Emel
		. Lambert & Copyright Latto
~~		: Included Section 1
asarri		Due Of Airth

#### Step 1: Login

Fill out the details on the page then click the Log In button.

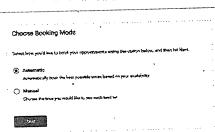
A confirmation of your appointments will be sent to the email address you provide.



## Step 2: Select Parents' Evening

Click on the date you wish to book.

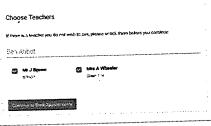
Unable to make all of the dates listed? Click I'm unable to attend.



### 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.



#### Step 4: Choose Teachers

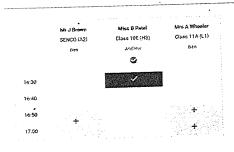
If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

# 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).



# Step 5b (Manual): Book Appointments

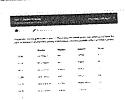
Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

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.





#### 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.