

WEST HILL SCHOOL

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Year 9 Parents' Consultation – Thursday 2nd February 2017

Dear Parent/Guardian,

Please find enclosed your son's most recent Assessment Report and Data Collection Sheet.

After considering this Assessment Report you have the opportunity to discuss any specific issues with your son's subject teachers at the Parents' Consultation on **Thursday 2nd February 2017 (4.00pm-6:30pm)**. Please note that by using **School Gateway**, you can keep up-to-date with any information regarding your son without waiting for reports to be sent home. Look on the Parents' page of the school website for details.

We have now introduced an online system for you to arrange your appointments. You can make your appointments from any device with Internet access. The easiest way is by using a Smartphone; you don't need an app, just open a web browser and visit the address below (or click the link at the top of the school website).

<https://westhillschool.parentseveningsystem.co.uk/>

If you use a Smartphone, you'll get the option to have your bookings automatically allocated, or you can pick the times yourself. Appointments last for 5 minutes. Instructions for making bookings are on the back of this letter.

If you don't have Internet access, please phone school and we'll be able to make the bookings for you.

Please note that bookings are allocated on a first come, first served basis. If you are unable to book a meeting with a particular teacher and wish to speak with them, please contact school and this may be arranged as a phone call or separate meeting.

Please return the attached coloured form to reception, completed, no later than Friday 27th January, **only if you do not wish to attend**. Please return the Data Collection Sheet, checked and completed, as soon as possible.

Any boy attending with his parents must wear full school uniform.

A guide to understanding your son's Assessment Report can be found on its reverse.

Yours sincerely,

Mr J Whiting
Head of Year 9



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 DoB dd/mm/yyyy

[Login & Continue](#)

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).

Date of birth – eg: 26/11/2005

Year 11 Parents' Consultation

Year 11 Parents' Consultation is in the Hewitt Building. Please park on the Tennis Courts behind the Hewitt Building.

01/12/2016 16:00 - 18:30

Bookings open: 10/11/2016 00:00

Step 2: Select Parents' Evening

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

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

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

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.

	No Appointment	No Appointment	No Appointment	No Appointment
6:00	Book	Book	Book	Book
6:05	Book	Book	Book	Book
6:10	Book	Book	Book	Book
6:15	Book	Book	Book	Book
6:20	Busy	Book	Book	Book
6:25	Book	Book	Book	Book
6:30	Book	Book	Book	Book
6:35	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson appointment at 16:30:

65 characters left

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.

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](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

Select Evening	Your Appointments	
Parents' Evening 24/01/2013	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)	

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.

