



WEST HILL SCHOOL

Aiming High Since 1927

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January 2018

Year 7 Parents' Consultation – Thursday 18th January 2018

Dear Parent/Guardian,

Please read the information below carefully:

After considering your son's Assessment Report you have the opportunity to discuss any specific issues with your son's subject teachers at the Parents' Consultation on **Thursday 18th January 2018 (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. More information can be found about this on the Parents' page of the school website.

We are continuing to use the online booking system to make your appointments. The booking system is now open. You can book 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 *exactly* as described below (or click the 'Parents' Evening' link at the top of the school website homepage).

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

You'll receive the option to have your bookings automatically allocated, or you can pick convenient times for yourself. Appointments last for 5 minutes and must have at least a 5 minute gap in between each one. Instructions for making bookings are on the back of this letter.

If you don't have Internet access, please phone school and ask to speak to Miss Mayall who will 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 that you wish to speak with, please add yourself to the waiting list by pressing the 'Request an Appointment' button on the booking system and this may be arranged as a phone call or separate meeting after the Parents' Consultation has taken place. If an appointment becomes available however you will be contacted.

Please return the enclosed coloured form to reception, completed, no later than Wednesday 17th January, **only** if you do not wish to attend. Alternatively, please log on to the booking system and notify us through the 'Not Attending' button.

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,

Miss Jedd
Head of Year 7



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:

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

Best 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-50c

- Mr J Atkinson - English
- Mr J Eastman - French
- Mr C Hughes - Res/Maths/Sci
- Mr R Jacobs - Geography
- Mr M Labbett - Civics/IT
- Dr B Macnamara - French
- Dr B Macnamara - German
- Dr S Wardell - Science
- Mrs D Woodford - Mathematics
- Mr V Woodall - PE
- Mrs J Young - Physical Ed

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:

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

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/Book 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".

[Print Appointments](#)

Your Appointments

Select Evening	16:00	
Parents' Evening	16:05	
24/01/2017	16:10	
	16:15	
	16:20	Mr A Paine - Geography (PS)
	16:25	
	16:30	Mr J Atkinson - English (E)
	16:35	
	16:40	Mr A Gray - French (L)
	16:45	
	16:50	Mr R Jacobs - History (HS)

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.