



WEST HILL SCHOOL

Aiming High Since 1927

Headteacher: **A F Harrison** BSc (Hons)

Address : Thompson Cross
Stamford Street
Stalybridge
Cheshire
SK15 1LX

Tel : 0161 338 2193

Fax : 0161 338 8293

Sports Hall : 0161 338 9292

E-mail : admin@westhillschool.co.uk

Website : www.westhillschool.co.uk

Twitter : [@westhillschool](https://twitter.com/westhillschool)

October 2017

Dear Parent,

Year 7 Form Tutor Consultation Afternoon

I would like to invite you to the Year 7 Form Tutor Consultation Afternoon on **Thursday 26th October from 3.15pm to 4.45pm.**

This consultation will provide you with an opportunity to meet your son's Form Tutor and to discuss any general worries or concerns you, or your son, may have following his transfer to secondary school. Do not feel obliged to attend, but if you wish to do so we will be delighted to see you.

There will be a Year 7 Parents' Consultation Evening later in the year in addition to this one, when you will be able to discuss your son's academic progress with individual subject teachers. Your son's first Assessment Report will be sent home on Thursday 4th January, together with an invitation to the aforementioned Parents' Consultation Evening.

At West Hill we operate an online booking system for all Parents' Consultations, including this Year 7 Form Tutor Consultation Afternoon. **Please find details for logging on to the booking system on the back of this letter.**

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 *exactly* as described below (or click the link at the top of the school website homepage).

<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.

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 your son's Form Tutor and wish to speak with them, please add yourself to the 'Waiting List' on the booking system and this may be arranged as a phone call or separate meeting.

The booking system is now open to book appointments and will remain open until **11:55pm on Wednesday 25th October.**

As Head of Year 7, I will be available throughout the afternoon for parents who wish to speak to me. Mrs Parkes, the school SENDCO, will also be available for those parents wishing to discuss their son's individual needs.

Yours sincerely,

Miss K. Jedd
Head of Year 7

Mr M. O'Dowd
Assistant Head – Primary Transition



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 appointment 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, as completed on your son's Data Collection Sheet.

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 - 18:00

Bookings open: 30/11/2016 09:00

Step 2: Select Parents' Evening

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

Choose Teachers

Below teachers are listed below. If you don't wish to see a teacher, de-select them by clicking on the tick. To remove a teacher, click their name to de-select them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Mr J Edgerton - French
- Mr C Hughes - Art/History
- Mr R Jacobs - Geography
- Mr M Lobbcock - Care Wk
- Mr R Robinson - French
- Dr R Williams - German
- Dr S Woodard - Science
- Mr D Woodard - Mathematics
- Mr V Woodard - PE
- Mrs J Young - Physical Ed

Step 3: Choose Teacher

Your child's Form Tutor will appear. Ensure the teacher you wish to see is 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
16:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="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.

After you have finished making your appointment, 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?

Step 5: Finished

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

Print Appointments

Your Appointments

Select Evening	16:00	16:05	16:10	16:15	16:20	16:25	16:30	16:35	16:40	16:45	16:50
Parents' Evening 24/01/2017					<input type="button" value="Add/Edit/Delete"/>		<input type="button" value="Add/Edit/Delete"/>		<input type="button" value="Add/Edit/Delete"/>		<input type="button" value="Add/Edit/Delete"/>

Viewing/Editing/Printing Appointments

You can also view and print your appointment online by clicking the "Appointments" tab. Please bring a print out of your appointment time to the Parents' Consultation.

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.