

## Year 11 Parents' Consultation Evening

Monday 11<sup>th</sup> January 2016

Dear Parents

December 2015

The Year 11 Parents' Evening will be held on Monday 11th January 2016 in the School Hall from 4.30 – 7.30pm. This year we are trialling a new online booking system which will be available from 9.00 am on Monday 4th January until 3.45pm on Monday 11th January and would ask that you follow the attached instructions. We would encourage all pupils to attend with their parents and play an active role in the consultations. I would request that all appointments do not exceed the five minutes allocated as this ensures that the evening runs smoothly for all.

I would very much like parents whose children I teach GCSEs to book appointments with me. However, I will be available in-between booked appointments from 4.30-7.30pm to meet with you if you have any queries regarding your child's progress. I hope this will enable me to see as many parents as possible during the evening.

We do hope that you will be able to join us for this important evening. Should you have any queries regarding the above arrangements please do not hesitate to contact your child's tutor or myself. If you experience problems with the online booking system or do not have online access please contact the school office for assistance.

Mary Williams, our independent careers advisor, will be on hand throughout the evening to guide you on any post-16 transition enquiries you may have. Bethan Ford from the National Citizenship Service will also be on hand to advise you on this rewarding opportunity.

Yours sincerely



Mr S Langdown - Year 11 Co-ordinator

**Year 11 Parents Consultation Evening, Monday 11th January 2016**  
**TO BE RETURNED TO FORM TUTOR**

Name of Pupil: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I/We will/will not be able to attend the Year 11 Parents Consultation evening on Monday 11th January.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent: \_\_\_\_\_

HEADTEACHER • MISS L HISCOCK B.ED (HONS)



# Parents' Evening Booking System for Year 11 Parents' Evening

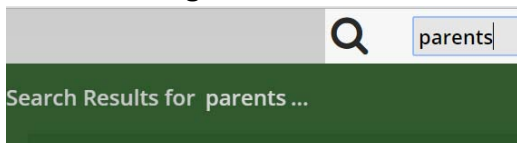
If you are unable to use the Internet to make your booking, please contact the school office who will be able to assist.

Please remember that for the evening to run smoothly, each appointment must last no longer than 5 minutes. Thank you.

Bookings can be made from 4<sup>th</sup> January at 9am. **The booking deadline is 11<sup>th</sup> January at 3:45pm.**

## How to book an appointment

1. On the Test Valley School website — [www.testvalley.hants.sch.uk](http://www.testvalley.hants.sch.uk) — search for "Parents Evening".



2. Click on the 'Top Hit' search result, which is a link to the Parents' Evening Booking System.
3. Log in by entering your details and the details of your child. (This needs to be their Legal Name, if this differs from their Preferred Name)

4. Click on the **Make Your Bookings Here** link in blue under the 'Parents' Evening' column.

Name of Group	Parents' Evening
Autumn 2015	Year 11 Parents' Consultation Evening <a href="#">Make Your Bookings Here / or use Automated Booking</a>

5. Across the top, you see each of your child's subjects. You can scroll between the numbered pages of subjects (the numbers below the boxes).

Click on a subject name. Below the subjects, there is another white box showing the teacher name (if there are multiple teachers, click on the teacher with whom you would like an appointment).

6. Click on an available slot with this teacher to book it.

04.30 PM	Available	(Click to reserve)
04.35 PM	Available	(Click to reserve)
04.40 PM	Available	(Click to reserve)
04.45 PM	Available	(Click to reserve)
04.50 PM	Available	(Click to reserve)
04.55 PM	Available	(Click to reserve)
05.00 PM	Available	(Click to reserve)
05.05 PM	Available	(Click to reserve)
05.10 PM	Available	(Click to reserve)
05.15 PM	Available	(Click to reserve)
05.20 PM	Available	(Click to reserve)
05.25 PM	Available	(Click to reserve)
05.30 PM	Available	(Click to reserve)
05.35 PM	Available	(Click to reserve)
05.40 PM	Available	(Click to reserve)
05.45 PM	Available	(Click to reserve)
05.50 PM	Available	(Click to reserve)

7. Click **Make Booking** in the popup.

8. Use the subject boxes at the top to switch to another subject for which you would like an appointment. Again, choose a slot and click **Make Booking**. Repeat as desired.

9. When you have booked all the appointments you need, click **Print your bookings** or **Email your bookings** to receive confirmation.