

Year 7 Parents' Evening

Monday 8th February 2016

January 2016

Dear Parent

The Year 7 Parents' Evening will be held on the above date in the School Hall from 4.30 – 7.30pm.

This year we are trialling a new online booking system. This will be available for you to book appointments from **9.00 am on Monday 1st February** until 3.45pm on Monday 8th February. We 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 also request that appointments do not exceed the five minutes allocated to ensure the evening runs smoothly for all.

All of your child's subject teachers will be available for appointments to discuss his/her progress. Please be aware that it will not be possible to book appointments with me. I will, however, be available all evening from 4.30-7.30pm to meet with you if you have any queries regarding your child's progress or if I teach your child PE. 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. If you experience problems with the online booking system or do not have online access, please contact the school office for assistance.

Yours sincerely

Mr A Hill
Year 7 Co-ordinator

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Year 7 Parents' Consultation Evening, Monday 8th February 2016
TO BE RETURNED TO FORM TUTOR by Monday 1st February 2016

Name of Pupil: _____ **Tutor Group:** _____

I/We will/will not be able to attend the Year 7 Parents Consultation Evening on Monday 8th February.

Signature: _____ **Date:** _____

Name of Parent: _____

————— **HEADTEACHER • MISS L HISCOCK B.ED (HONS)** —————

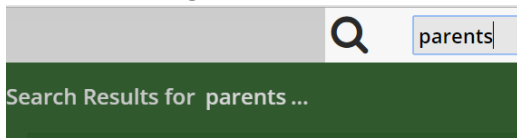


Parents' Evening Booking System for Year 7 Parents' Evening

If you are unable to use the Internet to make your booking, please contact the school office who will be able to assist. **You do not need a username and password to use this system**, and do not need an account for Moodle or SLG. **Please remember that for the evening to run smoothly, each appointment must last no longer than 5 minutes.** Bookings can be made from 1st February at 9am. **The booking deadline is 8th February at 3:45pm.**

How to book an appointment

1. On the Test Valley School website — 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)
No separate username and password are needed.

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

Name of Group	Parents' Evening
Spring 2016	Year 7 Parents' Evening Make Your Bookings Here / or use Automated Booking

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).* This is a **key difference** from the previous Y7 Tutors’ Evening, where only one appointment with one teacher was needed.

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** on the right to receive confirmation.

Click on a subject name. Below the subjects, there is another white box showing the teacher