

## Year 9 Parents' Consultation Evening

March 2017

Dear Parents

You are invited to attend the forthcoming Year 9 Parents' Consultation Evening that will be held on Monday 3<sup>rd</sup> April in the School Hall from 4.30 to 7.30pm.

The online booking system will be available for you to book appointments from **7pm on Monday March 27<sup>th</sup>** until 3.20pm on Monday 3<sup>rd</sup> April. We would ask that you follow the attached instructions to assist you in booking appointments.

Your child's subject teachers will be available for appointments to discuss his/her progress. Please be aware that it will be possible to book appointments with me for RE but not as a Year Co-ordinator. However, I will be available in-between booked appointments all evening 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 meet 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.

We hope that you be able to join us for this important evening and we like to encourage pupils to attend with their parents so that they can play an active role in the consultations and be responsible for any targets that are discussed. I would also request that appointments do not exceed the five minutes allocated to ensure the evening runs smoothly for all.

Yours sincerely

Mrs N Osborne  
Year 9 Coordinator

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**Year 9 Parents Consultation Evening, Monday 3<sup>rd</sup> April 2017.**

**TO BE RETURNED TO FORM TUTOR by 20<sup>th</sup> March 2017**

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

I/We will/will not be able to attend the Year 9 Parents Consultation evening on Monday 3<sup>rd</sup> April 2017.

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

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

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



# Parents' Evening Booking System for Year 9 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.

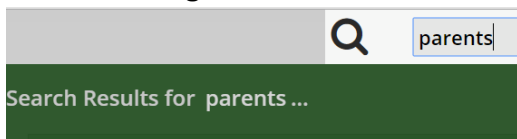
**You do not need a username and password to use this system**, and do not need an account for Moodle.

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

**Bookings can be made from 27<sup>th</sup> March at 7pm. The booking deadline is 3<sup>rd</sup> April at 3:20pm.**

## 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)

No separate username and password are needed.

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

Name of Group	Parents' Evening
	<p><b>Year 9 Parents' Evening</b></p> <p><a href="#">Make Individual Bookings</a></p>

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).

Phy. Educ.	Rel. Ed.	Sci
1 option(s) remaining	1 option(s) remaining	1 option(s)
<a href="#">Previous</a> 1 <b>2</b> <a href="#">Next</a>		
<div style="border: 1px solid black; padding: 5px; display: inline-block;">Mrs S Jones Science</div>		
<a href="#">Previous</a> 1 <a href="#">Next</a>		

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.

**Make Booking**

Do you have any particular issues to discuss?

[Make Booking](#) [Close](#)

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.

Messages from Teachers		Send School Feedback	
<b>Mathematic</b> <input checked="" type="checkbox"/> All options booked	<b>PL</b> 2 option(s) remaining	<b>Phy. Educ.</b> 1 option(s) remaining	<b>R.M.T.</b> <input checked="" type="checkbox"/> All options booked
<a href="#">Previous</a> 1 <b>2</b> 3 <a href="#">Next</a>			
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Mr D Allsopp R.M.T.</div>			

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