

## Year 8 Parents' Consultation Evening

Thursday 12<sup>th</sup> December 2019

November 2019

Dear Parent,

The Year 8 Parents' Consultation Evening will take place on the above date in the School Hall from 4.30 – 7.30pm.

The online booking system will be available for you to book appointments from **7.00pm on Monday 2<sup>nd</sup> December, until 3.20pm on Thursday 12<sup>th</sup> December**. 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 unless shown otherwise when booking.

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 S Langdown – on behalf of Heads of House

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## Year 8 Parents' Consultation Evening Thursday 12<sup>th</sup> December 2019

### TO BE RETURNED TO FORM TUTOR by Monday 9<sup>th</sup> December

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

I/We will/will not be able to attend the Year 8 Parents' Consultation Evening on Thursday 12<sup>th</sup> December.

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

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

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

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# Parents' Evening Booking System for Year 8 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.

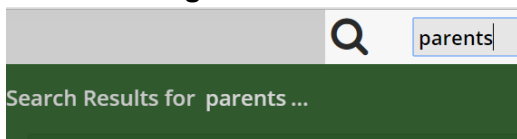
**You do not need a username and password to use this system**, and do not need an account for Moodle.

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

**Bookings can be made from 2<sup>nd</sup> December at 7pm. The booking deadline is 12<sup>th</sup> December 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.

You will need to enter your child's **Legal Name** if this differs from their Preferred Name. Please also choose the **parent title** ("Miss", "Ms", "Mr", etc.) that matches our records.

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

Name of Group	Parents' Evening
	Year 8 Parents' Consultation Evening <a href="#">Make Individual Bookings</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).

Phy. Educ. 1 option(s) remaining	Rel. Ed. 1 option(s) remaining	Sci 1 option(s)
<input type="button" value="Previous"/> 1 2 <input type="button" value="Next"/>		
Teacher Name		
<input type="button" value="Previous"/> 1 <input type="button" value="Next"/>		

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.

Do you have any particular issues to discuss?

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.

<input type="button" value="Messages from Teachers"/>		<input type="button" value="Send School Feedback"/>	
Mathematic <input checked="" type="checkbox"/> All options booked	PL 2 option(s) remaining	Phy. Educ. 1 option(s) remaining	R.M.T. <input checked="" type="checkbox"/> All options booked
<input type="button" value="Previous"/> 1 2 3 <input type="button" value="Next"/>			
Teacher Name			

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