



Wednesday 13th March 2019

Dear Parent/ Guardian,

Year 7 Parents' Consultation – Thursday 28th March 2019, 2.00pm – 7.00pm

I would like to invite you to attend our Year 7 Parents Consultation on Thursday 28th March 2019.

The school is to use an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from Monday 18th March at 6.00pm, and will close on Tuesday 26th March at 23.30pm, should you wish to make any changes after this date please contact your child's mentor.

Please visit <https://ridgewayschool.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter).

You will need to login with the following information;

Student's first name:

Student's surname:

Registration class:

(Please note the space between the number and the letter eg. 7 A1)

If you do not have access to the internet, please complete the enclosed slip with the teachers that you wish to see and a suggested time (between 2.00pm and 6:55pm), and your child's mentor will be happy to add these appointments on your behalf. *Where possible we will try to give you the time you have requested but please bear in mind this may not be possible if the slot has already been booked.*

If you find you are unable to book an appointment with a member of staff because they are already fully booked, please contact them by email (addresses can be found on the school's website) to ask for feedback.

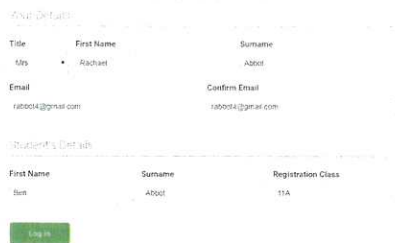
Yours sincerely

Karylea Stamp
Y7 Progress Mentor Coordinator



Parents' Guide for Booking Appointments

Browse to <https://ridgewayschool.parentseveningsystem.co.uk/>



Parent Details

Title: Mrs, First Name: Rachael, Surname: Abbott

Email: rachael@parent.com, Confirm Email: rachael@parent.com

Student's Details

First Name: Ben, Surname: Abbott, Registration Class: 11A

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Parents Evening

This parents evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March (Open for booking)

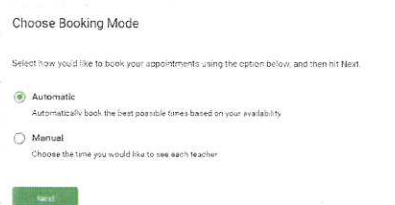
Friday, 17th March (Open for booking)

Not available to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability.

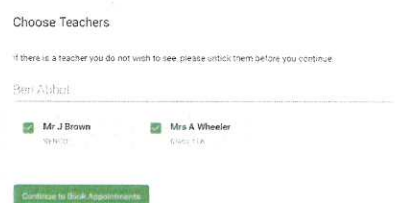
Manual
Choose the time you would like to see each teacher.

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbott

Mr J Brown (16:30)

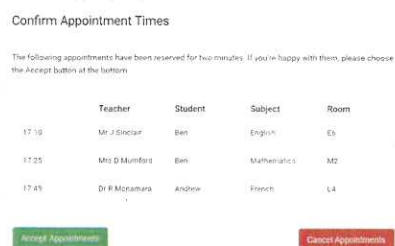
Mrs A Wheeler (16:40, 11A)

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Time	Teacher	Student	Subject	Room
17:16	Mr J Sinclair	Ben	English	E5
17:25	Ms D Mumford	Ben	Mathematics	M2
17:45	Dr R Mizumura	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



Mr J Brown (16:30)

Miss B Patel (16:40)

Mrs A Wheeler (16:50)

16:30

16:40

16:50

17:00

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Ben	French	L4

Print

Subscribe to Calendar

Amend Bookings

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.

