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Head: Jane Partridge

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Dear Parent

English and Maths Pre-Public Exam (PPE) results (B Band)

We would like to invite you to attend a Parents' Evening on Tuesday 12 December for students in the B band to meet with their English and Maths teacher to discuss the results of their recent PPEs. The aim of the evening is to get a clear indication of his performance in this recent exam and the areas that he needs to focus on improving with support in lessons, after school and at home.

You will need to book an appointment with your sons English and Maths teacher using our normal online system. This allows you to choose your own appointment times with his teachers and you will then receive an email confirming your appointments. Instructions overleaf show how to book an appointment online. If you do not have access to the internet, please contact your sons Learning Coach for support.

There will also be members of the Science team on hand to give advice on a drop-in basis in the Reception area to help prepare students for their Science PPE in January.

I hope you find this evening useful and look forward to seeing you there.

Yours sincerely



Jon Morgan
Deputy Headteacher

Parents' Guide for Booking Appointments

Enter the following address: <http://www.ntc.kent.sch.uk>

Select 'Parents' Evening System' in the 'Useful Links' menu

Parents' Evening System

Welcome to the Carlside High School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: First Name: Surname:

Email Address: Phone Number:

Child's Details

First Name: Surname: Registration Class:

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you if necessary.

Please use your child's 'preferred' forename that matches our records.

Date of Birth in dd/mm/yyyy format.

Please enter your email address.

Select a parents' evening to add appointments:

Parents' Evening
This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs to the Main Hall where the evening is taking place. Parking is available in the main school car park.
Date: 24/01/2013 Time: 16:00 - 20:20

Step 2: Select Parents' Evening

Click the green tick to select the Parents' Evening you want to make appointments for.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary. Click the red cross to remove a teacher.

English:
 French:
 Geography:
 History:
 Mathematics:
 Physical Ed:
 Science:

Step 3: Check Teachers

Your names of your son's teachers will appear. If you do not wish to see a particular teacher, click the red cross beside their name.

Click on the Continue to Book Appointments button to proceed.

Please note there is a minimum three lesson appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

Time	Mr J. Atkinson - English	Mr A. Gray - French	Mr A. Popley - Geography	Mr J. Jacobs - History	Mrs L. Vernon - Mathematics
16:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Confirm & Add Message

Optionally add a message for Mr J. Atkinson (English) for your appointment at 16:20:

65 characters left

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Enter a short note to the teacher of anything you are concerned about. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "Click Here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been recorded so email has been sent confirming your appointments.

Changed Your Mind?

Exchange an appointment click on the red cross beside your child's name for the relevant teacher. Be sure to click on the 'Add/Edit/Delete' link at the bottom of the page.

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

Appointments

Your Appointments

Select Evening	Time	Teacher	Message	Action
<input type="checkbox"/>	16:00			
<input type="checkbox"/>	16:05			
<input type="checkbox"/>	16:10			
<input type="checkbox"/>	16:15			
<input type="checkbox"/>	16:20	Mr A. Popley - Geography (60)		<input type="button" value="X"/>
<input type="checkbox"/>	16:25	Mr J. Atkinson - English (45)		<input type="button" value="X"/>
<input type="checkbox"/>	16:30			
<input type="checkbox"/>	16:35	Mr A. Gray - French (45)		<input type="button" value="X"/>
<input type="checkbox"/>	16:40			
<input type="checkbox"/>	16:45	Mr J. Jacobs - History (45)		<input type="button" value="X"/>
<input type="checkbox"/>	16:50			
<input type="checkbox"/>	16:55	Mr L. Vernon - Mathematics (45)		<input type="button" value="X"/>
<input type="checkbox"/>	17:00			
<input type="checkbox"/>	17:05			
<input type="checkbox"/>	17:10			
<input type="checkbox"/>	17:15			
<input type="checkbox"/>	17:20			
<input type="checkbox"/>	17:25			

Date: 24/01/2013

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening or make a note of them.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which will you back into the system if you need to make alterations.