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Head: Jane Partridge

20 April 2017

Dear Parents

Year 12 Parents' Evening Thursday 4 May 2017

I would like to invite you to attend our Parents' Evening on 4 May 2017. This is an important evening and provides you with an opportunity to meet with teachers to discuss your son's/daughter's progress.

Booking appointments is through an easy-to-use online system. This allows you to choose your own appointment times with teachers and you will then receive an email confirming those appointments. Instructions overleaf show how to book an appointment online. If you do not have access to the internet, please contact Mrs Blacker or Mrs Setters who will be happy to add appointments on your behalf.

Please note that although we do our very best to keep to appointment times, circumstances can and do cause delays. We ask for your patience and understanding in these situations. Should you be unable to wait for your appointment, please contact either Mrs Blacker or Mrs Setters to arrange feedback or leave your details at the Parents' Evening reception desk. We will ensure you are contacted as soon as possible.

The event is held in the restaurant area, which has easy access through the main school entrance, along with ample onsite parking a short walk from this area. We hold such evenings in this area to ensure all our parents and students have easy access to the venue.

Yours sincerely



Ms L A Donaldson
KS5 Manager
Assistant 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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Phone Number: 01254 454871

Child's Details

First Name: Sarah | Surname: Smith | Registration Class: 7D3

[Login & Continue](#)

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 for the Main Hall where this evening is taking place. Parking is available in the main school car park.

[Continue](#)

Date: 24/01/2013 | Time: 16:00 - 20:30

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 beside not wish to see.

English - Mr J Atkinson

French - Mr A Gray

Geography - Mr A Pielony

History - Mr K Jacobs

Mathematics - Mr L Vernon

Physical Ed - Mrs E Patten

Science - Ms J Estaphan

[Continue to Book Appointments](#)

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 time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

Time	Mr J Atkinson English (E5)	Mr A Gray French (L2)	Mr A Pielony Geography (H5)	Mr K Jacobs History (H8)	Mrs L Vernon Mathematics (M4)
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

[Add Appointment](#) [Cancel](#)

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 saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

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.

Home | **Appointments**

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pielony - Geography (H5)	
16:25		
16:30	Mr J Atkinson - English (E5)	
16:35		
16:40	Mr A Gray - French (L2)	
16:45		
16:50	Mr K Jacobs - History (H8)	
16:55		
17:00		
17:05	Mrs L Vernon - Mathematics (M4)	
17:10		
17:15		
17:20		
17:25		

[Add/Edit/Delete](#)

Parents' Evening

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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.