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6 November 2017

Dear Parents

**KS5 (Years 12 and 13) Parents Evening Thursday 23 November 2017 4:30-7:00pm
Online Appointment Booking**


I would like to invite you to attend our KS5 Parents Evening on Thursday 23 November 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 the easy-to-use online system. This allows you to choose your own appointment times with 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 either Mrs Blacker or Mrs Setters who will be happy to add appointments on your behalf.

The online booking tool goes live at midnight tonight.

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: 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's to 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.

Date: 24/01/2013 Time: 18:00 - 20:00

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 tick those you want to see and tick any changes if necessary. Click the red cross to edit the list.

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

Time	Mr J Atkinson	Mr A Gray	Mr A Priday	Mr K Jacobs	Ms V Vernon
18:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
18:05	Book	Book	Book	Book	Book
18:10	Book	Book	Book	Book	Book
18:15	Book	Book	Book	Book	Book
18:20	Book	Book	Book	Book	Book
18:25	Book	Book	Book	Book	Book
18:30	Book	Book	Book	Book	Book
18:35	Book	Book	Book	Book	Book
18:40	Book	Book	Book	Book	Book
18:45	Book	Book	Book	Book	Book
18:50	Book	Book	Book	Book	Book
18:55	Book	Book	Book	Book	Book
19:00	Book	Book	Book	Book	Book

Confirm & Add Message
 Optionally add a message for Mr J Atkinson (English) for your appointment at 18:00:

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. For more information click on the red cross beside your child's name for the relevant teacher.

What's Next?
[View/Print Appointments](#) [View/Print Links](#) [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	Event	Time	Teacher	Notes
<input type="checkbox"/>	Parents' Evening	18:00	Mr J Atkinson - English (5)	
<input type="checkbox"/>	Parents' Evening	18:05	Mr A Gray - French (2)	
<input type="checkbox"/>	Parents' Evening	18:10	Mr A Priday - History (4)	
<input type="checkbox"/>	Parents' Evening	18:15	Mr K Jacobs - Maths (3)	
<input type="checkbox"/>	Parents' Evening	18:20	Ms V Vernon - Mathematics (3A)	
<input type="checkbox"/>	Parents' Evening	18:25	Mr J Atkinson - English (5)	
<input type="checkbox"/>	Parents' Evening	18:30	Mr A Gray - French (2)	
<input type="checkbox"/>	Parents' Evening	18:35	Mr K Jacobs - Maths (3)	
<input type="checkbox"/>	Parents' Evening	18:40	Ms V Vernon - Mathematics (3A)	
<input type="checkbox"/>	Parents' Evening	18:45	Mr J Atkinson - English (5)	
<input type="checkbox"/>	Parents' Evening	18:50	Mr A Gray - French (2)	
<input type="checkbox"/>	Parents' Evening	18:55	Mr K Jacobs - Maths (3)	
<input type="checkbox"/>	Parents' Evening	19:00	Ms V Vernon - Mathematics (3A)	

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.