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Head: Jane Partridge

1 March 2017

**Dear Parents** 

### Year 7 Parents' Evening Thursday 16 March 2017 4:30 - 7:00pm

This is a valuable opportunity for you to meet with your son's subject teachers to discuss his progress. The school uses an easy-to-use online appointment booking system. Please see overleaf how to make appointments. This allows you to choose your own appointment times with teachers and you will then receive an email confirming your appointments. Whilst every effort is made to stay within the allocated times occasionally appointments may overrun and we appreciate your patience if this happens.

If you do not have access to the internet, please contact your son's Learning Coach who will be happy to add appointments on your behalf.

I look forward to meeting with you again.

Yours sincerely

Miss N J Kaur

Assistant Headteacher











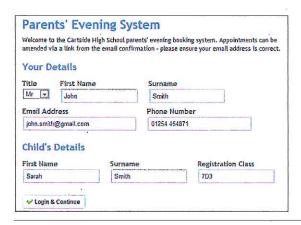






# Parents' Guide for Booking Appointments

Enter the following address: <a href="http://www.ntc.kent.sch.uk">http://www.ntc.kent.sch.uk</a>
Select 'Parents' Evening System' in the 'Useful Links' menu



### 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.

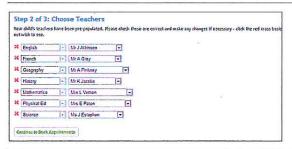
Date of Birth in dd/mm/yyyy format.

Please enter your email address.



### Step 2: Select Parents' Evening

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



## 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.



## 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.



## Step 5: Finished

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



## 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.