

Northfleet Technology College  
Colyer Road  
Northfleet  
Kent DA11 8BG

Tel: 01474 533802  
Fax: 01474 536122  
Email: [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk)  
Web: [www.ntc.kent.sch.uk](http://www.ntc.kent.sch.uk)  
Head: Jane Partridge

19 February 2018

Dear Parents

**Year 10 Subject Parents' Evening – Thursday 15 March 2018, 4:30-7:00pm**

Your son is now in the most two important years of his school career, by this time next year we will be working towards the end of Key Stage 4 examination courses.

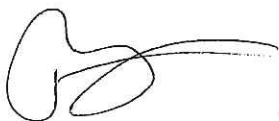
To help prepare for this vital year we have arranged an opportunity for you to meet with your sons' subject teachers. The school has an easy-to-use online booking system which allows you to choose your own appointment times with teachers. You will then receive an email confirming your appointments.

The appointment system can be accessed by going to the school website at [www.ntc.kent.sch.uk](http://www.ntc.kent.sch.uk). You will be able to book appointments from 23:55 on 19 February.

If you do not have access to the internet then please contact your sons Learning Coach who will be happy to make appointments on your behalf.

I look forward to seeing you at this event.

Yours sincerely



**Jon Morgan**  
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 Cartside 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.



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 Piskney  
History: Mr K Jacobs  
Mathematics: Mrs L Vernon  
Physical Ed: Mrs E Paine  
Science: Ms J Everphan

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 ES	Mr A Gray French L2	Mr A Piskney Geography HS	Mr K Jacobs History HS	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	Book	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	Your Appointments
Select Evening	16:00
Parents' Evening	16:05
24/01/2013	16:10
	16:15
	16:20 Mr A Piskney - Geography (HS)
	16:25
	16:30 Mr J Atkinson - English (ES)
	16:35
	16:40 Mr A Gray - French (L2)
	16:45
	16:50 Mr K Jacobs - History (HS)
	16:55
	17:00 Mrs L Vernon - Mathematics (M4)
	17:05
	17:10
	17:15
	17:20
	17:25

## 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.