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Head: Jane Partridge

8 January 2018

Dear Parents

Year 11 Subject Parents' Evening – Thursday 1 February 2018 4:30pm – 7:00pm

Now we are a few months into your son's final year of his Key Stage 4 examination courses, it is a valuable point for you to meet with his subject teachers and take this opportunity to discuss how he can make the best use of his time over the coming months. You will be able to meet with all your son's subject teachers except for his English and Maths teacher who you would have met at the December parents evening.

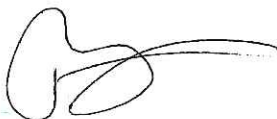
Booking appointments is through our easy-to-use online system. This allows you to choose your own appointment times with teachers and you will then receive an email confirming those appointments. Instructions overleaf show how to book an appointment online. If you do not have access to the internet, please contact your son's Learning Coach who will be happy to add appointments on your behalf. The on-line booking system will go live at 11:59pm on the day this letter is sent home via your son and emailed to you.

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 your son's Learning Coach 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.

I look forward to seeing you on Thursday 1 February 2018.

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: Mr [v] 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: 703

[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 - did the red cross beside not wish to see.

English: Mr J Atkinson
 French: Mr A Gray
 Geography: Mr A Pinkney
 History: Mr K Jacobs
 Mathematics: Mrs L Vernon
 Physical Ed: Mrs E Patten
 Science: Mrs J Eustace

[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.

	Mr J Atkinson English	Mr A Gray French	Mr A Pinkney Geography	Mr K Jacobs History	Mrs L Vernon Mathematics
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:35	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:40	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:45	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16:55	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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**

Select Evening 16:00
 Parents' Evening 16:05
 24/01/2013 16:10

Your Appointments

16:15	<input checked="" type="checkbox"/>	Mr A Pinkney - Geography (HS)	<input checked="" type="checkbox"/>
16:20	<input checked="" type="checkbox"/>	Mr J Atkinson - English (ES)	<input checked="" type="checkbox"/>
16:25	<input checked="" type="checkbox"/>	Mr A Gray - French (FL)	<input checked="" type="checkbox"/>
16:30	<input checked="" type="checkbox"/>	Mr K Jacobs - History (HS)	<input checked="" type="checkbox"/>
16:35	<input checked="" type="checkbox"/>	Mrs L Vernon - Mathematics (MS)	<input checked="" type="checkbox"/>
16:40	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
16:45	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
16:55	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:05	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:10	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:15	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:20	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:25	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

[Add/Edit/Delete](#)

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.