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Head: Jane Partridge

29 September 2017

Dear Parents

Year 7 Parents New Beginnings Evening

Online Appointment Booking

I would like to invite you to attend our Parents Evening on Thursday 2 November 2017. This is an important evening and provides you with an opportunity to meet with your son's teachers to discuss how your son has settled in at NTC.

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 your son's Learning Coach 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 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.

Yours sincerely

Miss N J Kaur

Assistant Headteacher











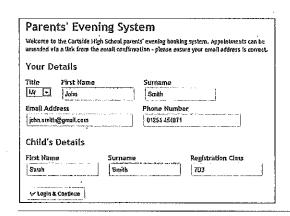






Parents' Guide for Booking Appointments

Enter the following address: http://www.ntc.kent.sch.uk Select 'Parents' Evening System' in the 'Useful Links' menu



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.

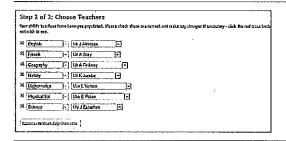
Date of Birth in dd/mm/yyyy format.

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

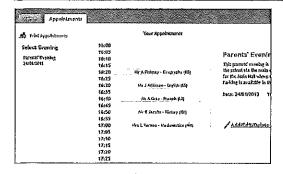
Click 'Book' to make your appointment with the teacher for the time you wish. Enter a short note to the teacher of anything you are concerned about. Repeat this for all the teachers you wish to see.

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.