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Head: Jane Partridge

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Dear Parents/Guardians,

Year 7 Parents' Evening Wednesday 4th May 2016 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. We are confident this will be an improvement to the previous method and welcome any feedback as to your views and experience of using the new system.

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: <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 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.

<input checked="" type="checkbox"/>	English	<input type="text" value="Mr J Atkinson"/>
<input checked="" type="checkbox"/>	French	<input type="text" value="Mr A Gray"/>
<input checked="" type="checkbox"/>	Geography	<input type="text" value="Mr A Pinkney"/>
<input checked="" type="checkbox"/>	History	<input type="text" value="Mr K Jacobs"/>
<input checked="" type="checkbox"/>	Mathematics	<input type="text" value="Mrs L Vernon"/>
<input checked="" type="checkbox"/>	Physical Ed	<input type="text" value="Mrs E Pyten"/>
<input checked="" type="checkbox"/>	Science	<input type="text" value="Ms J Estephan"/>

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 E1	Mr A Gray French F2	Mr A Pinkney Geography G5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:00 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:05 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00 <input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="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

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

Your Appointments

Select Evening	16:00
Parents' Evening	16:05
24/01/2013	16:10
	16:15
	16:20 <input type="button" value="Mr A Pinkney - Geography (G5)"/>
	16:25
	16:30 <input type="button" value="Mr J Atkinson - English (E1)"/>
	16:35
	16:40 <input type="button" value="Mr A Gray - French (F2)"/>
	16:45
	16:50 <input type="button" value="Mr K Jacobs - History (H6)"/>
	16:55
	17:00 <input type="button" value="Mrs L Vernon - Mathematics (M4)"/>
	17:05
	17:10
	17:15
	17:20
	17:25

[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.