

Northfleet Technology College  
Colyer Road  
Northfleet  
Kent DA11 8BG

Tel: 01474 533802  
Fax: 01474 536122  
Email: office@ntc.kent.sch.uk  
Web: www.ntc.kent.sch.uk  
Head: Jane Partridge

21 November 2018

Dear Parent

### English, Maths and Science Parents Evening (B Band)

We would like to invite you to attend a Parents' Evening on Tuesday 11 December to meet with your sons English, Maths and Science teachers. The aim of the evening is to discuss the results of his recent Pre-Public Exams (PPEs), and receive specific guidance on the areas he needs to focus on improving through support in lessons, after school and at home.

You will need to book an appointment with your sons English, Maths and Science teacher using our normal online system. This allows you to choose your own appointment times with his teachers and you will then receive an email confirming your appointments. Instructions overleaf show you how to book an appointment online. If you do not have access to the internet, please contact your sons Learning Coach for support.

There will be a further parents evening for Year 11 on 24 January 2019 when you will have an opportunity to meet your sons option subject teachers.

I hope you find this evening useful and look forward to seeing you there.

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 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.

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

English (Mr J Atkinson)   French (Mr A Gray)   Geography (Mr A Pridney)   History (Mr K Jacobs)   Mathematics (Mrs L Vernon)   Physical Ed (Mrs E Paine)   Science (Ms J Edaphin)

[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 Pridney 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.

05 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**

**Your Appointments**

Select Evening: Parents' Evening 24/01/2013

Time	Teacher	Subject
16:00		
16:05		
16:10		
16:15		
16:20	Mr A Pridney	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		

[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.