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Email: office@ntc.kent.sch.uk Web: www.ntc.kent.sch.uk

Head: Jane Partridge

9 January 2019

Dear Parent

KS5 (Years 12 and 13) Parents' Evening Thursday 31 January 2019 - Online Appointment Booking

I would like to invite you to attend our KS<sub>5</sub> Parents' Evening on Thursday 31 January 2019. This is an important evening and provides you with an opportunity to meet with teachers to discuss your son's/daughter's progress.

Booking appointments is through the easy-to-use online system. This allows you to choose your own appointment times with teachers and you will then receive an email confirming your appointments. Instructions overleaf show how to book an appointment online. The online booking system goes live at 11:59pm the day this letter is sent home.

If you do not have access to the internet, please contact either Mrs Blacker or Mrs Setters who will be happy to add appointments on your behalf.

Yours sincerely

Ms L A Donaldson KS<sub>5</sub> Manager

Assistant Headteacher

















# Parents' Guide for Booking Appointments

Enter the following address: <a href="http://www.ntc.kent.sch.uk">http://www.ntc.kent.sch.uk</a>
Select 'Parents' Evening System' in the 'Useful Links' menu

Welcome b	o the Cartside High		ng booking system. Appointments can be ease ensure your email address is correct	
Your D	etails			
Title	First Name	Surna	Surname	
Mı ¥	John	Smit	h	
Email Address		Phon	Phone Number	
john.smith@gmail.com		0125	01254 454871	
Child's	Details			
	ne	Surname	Registration Class	
First Nan		Smith	7D3	

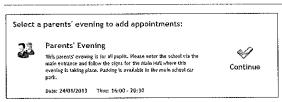
## Step 1: Login

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.

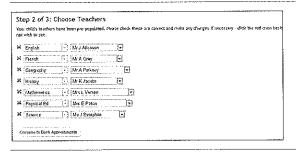
Date of Birth in dd/mm/yyyy format.

Please enter your email address.



# Step 2: Select Parents' Evening

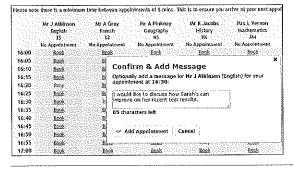
Click the green tick to select the Parents' Evening you want to make appointments for.



# 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

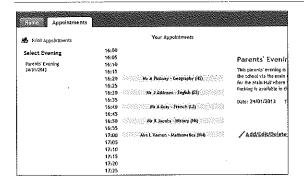
Click 'Book' to make your appointment with the teacher for the time you wish. Enter a short note to the teacher of anything you are concerned about. Repeat this for all the teachers you wish to see.

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.