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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 KS5 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  
KS5 Manager  
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 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	First Name	Surname
Mr	John	Smith
Email Address	Phone Number	
john.smith@gmail.com	01254 454871	

### Child's Details

First Name	Surname	Registration Class
Sarah	Smith	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 next to not wish to see.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr A Gray
<input checked="" type="checkbox"/>	Geography	Mr A Piskney
<input checked="" type="checkbox"/>	History	Mr K Jacobs
<input checked="" type="checkbox"/>	Mathematics	Mrs L Vernon
<input checked="" type="checkbox"/>	Physical Ed	Mr E Polun
<input checked="" type="checkbox"/>	Science	Mrs J Eusephias

[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 (E)	Mr A Gray French (F)	Mr A Piskney Geography (G)	Mr K Jacobs History (H)	Mrs L Vernon Mathematics (M)
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.  
65 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
<a href="#">Print Appointments</a>		
Select Evening	16:00	
Parents' Evening	16:05	
24/01/2013	16:10	
	16:15	
	16:20	Mr A Piskney - Geography (G)
	16:25	
	16:30	Mr J Atkinson - English (E)
	16:35	
	16:40	Mr A Gray - French (F)
	16:45	
	16:50	Mr K Jacobs - History (H)
	16:55	
	17:00	Mrs L Vernon - Mathematics (M)
	17:05	
	17:10	
	17:15	
	17:20	
	17:25	

## 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.