

Northfleet Technology College  
Colyer Road  
Northfleet  
Kent DA11 8BG

Tel: 01474 533802  
Fax: 01474 536122  
Email: [office@ntc.kent.sch.uk](mailto:office@ntc.kent.sch.uk)  
Web: [www.ntc.kent.sch.uk](http://www.ntc.kent.sch.uk)  
Head: Jane Partridge

7 January 2019

Dear Parent

**Year 8 Subject Parents' Evening Thursday 17 January 2019 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.

There are some colleagues who teach several year 8 classes and it may not be possible for all parents to be seen by these teachers. You may leave a request at the evening for teachers to contact you via email at a later date about your son. 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. The online booking system will go live at 11:59 pm on the day this letter is sent home via your son and emailed to you.

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: 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 Phinney
- History: Mr K Jacobs
- Mathematics: Mrs L Vernon
- Physical Ed: Mrs E Pease
- Science: Mrs J Estabrook

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 with time to see.

Time	Mr J Atkinson English ES	Mr A Gray French L2	Mr A Phinney Geography HS	Mr K Jacobs History HS	Mrs L Vernon Mathematics M4
16:00	No Appointment Book	No Appointment Book	No Appointment Book	No Appointment Book	No Appointment Book
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 best 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
<p>Select Evening</p> <p>Parents' Evening</p> <p>24/01/2013</p>	<p>Your Appointments</p> <p>16:00</p> <p>16:05</p> <p>16:10</p> <p>16:15</p> <p>16:20 Mr A Phinney - Geography (HS)</p> <p>16:25</p> <p>16:30 Mr J Atkinson - English (ES)</p> <p>16:35</p> <p>16:40 Mr A Gray - French (L2)</p> <p>16:45</p> <p>16:50 Mr K Jacobs - History (HS)</p> <p>16:55</p> <p>17:00 Mrs L Vernon - Mathematics (M4)</p> <p>17:05</p> <p>17:10</p> <p>17:15</p> <p>17:20</p> <p>17:25</p>

## 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.