

13 March 2019

Dear Parent

Learning Coach Parents Meetings – 4 and 5 April 2019

We know from past feedback that many of you appreciate the opportunity for an extended conversation with your sons *Learning Coach* at this mid-point in the academic year. These meetings have a different focus to normal *Subject Parents Evening*. Rather than focus on specific subjects, the aim is to look at broader areas of your child's development and how we can all work together to support him. These areas include:

- How we can all ensure effective **communication** that enables a triangle of support between home, school and the student
- How we can all support your child to develop their wider life skills so they can achieve the best **progress** in all aspects of life
- How we can all support your child to progress towards their long-term **aspirations**

To facilitate this we will again be running a similar event. Appointments can be made for either the evening of Thursday 4 April from 4:30pm to 7:00pm, or from 8:30am to 12:00 noon on Friday 5 April. The aim of the meeting will be to review these three key areas of communication, progress and aspirations and draw up some broad target to enable your child to achieve even better progress in the months ahead.

Appointments will be in 15 minute slots with your sons Learning Coach and will be bookable via our usual online *Parents Evening System* (there is a link for this on the front page of our website in the *Useful Links* section). The system will be open from Monday 18 March at 11:59pm, but if you are unable to access this system then please contact your sons Learning Coach after this date to organise an appointment directly.

To enable these meetings to take place **students will not be required to attend school on Friday 5 April but they must attend their individual appointment with a parent.**

If you have any queries regarding this event, please do contact your sons Learning Coach in the first instance.

Yours sincerely



Jon Morgan
Deputy Headteacher

PS. If you need your child to be in school on Friday 5 April, please contact reception at the earliest opportunity so we can make appropriate arrangements for his supervision, as normal lessons will not be running.

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.

Date: 24/01/2013 Time: 16:00 - 20:30

[Continue](#)

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: Ms A Pakeny
 History: Mr K Jacobs
 Mathematics: Mrs L Vernon
 Physical Ed: Mrs E Pison
 Science: Mrs J Ectephae

[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.

	Mr J Atkinson English (E)	Mr A Gray French (F)	Mr A Pakeny Geography (G)	Mr K Jacobs History (H)	Mrs L Vernon Mathematics (M)
16:00	Book	Book	Book	Book	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 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 to change an appointment before the start of the evening.

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.

Appointments

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	Book	Mr J Atkinson - English (E)
16:05	Book	Mr A Gray - French (F)
16:10	Book	Mr A Pakeny - Geography (G)
16:15	Book	Mr K Jacobs - History (H)
16:20	Book	Mrs L Vernon - Mathematics (M)
16:25	Book	Mr J Atkinson - English (E)
16:30	Book	Mr A Gray - French (F)
16:35	Book	Mr K Jacobs - History (H)
16:40	Book	Mrs L Vernon - Mathematics (M)
16:45	Book	Mr J Atkinson - English (E)
16:50	Book	Mr A Gray - French (F)
16:55	Book	Mr K Jacobs - History (H)
17:00	Book	Mrs L Vernon - Mathematics (M)
17:05	Book	
17:10	Book	
17:15	Book	
17:20	Book	
17:25	Book	

[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.