



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344)775678

Website: [www.sandhurstschool.org.uk](http://www.sandhurstschool.org.uk)

E-mail: [contactus@sandhurstschool.org.uk](mailto:contactus@sandhurstschool.org.uk)

19<sup>th</sup> November 2020

Dear Parent/Carer

## Re: Year 10 Subject Evening

I would like to invite you to attend our Virtual Parents' Evening on **3<sup>rd</sup> December 2020**. This evening will give you the opportunity to discuss, with subject staff, how your son/daughter is achieving at the start of their GCSE's and what areas they need to work on to improve their progress.

I believe that at this very important time in their education it is vital that parents, staff and students work together and would highly recommend that your son/daughter attend with you to ensure there is an effective conversation to best support them achieving their best results in the summer.

Due to current restrictions, we are unable to have run the Parents' Evening in the normal way so this year we will be doing the appointments via video link, please use the normal online booking system to arrange your appointments. This will allow you to choose your own appointment times with teachers between **3:30pm and 7pm**. Appointments can be made from **6pm today** and will close on **3<sup>rd</sup> December 2020 at 3pm**. Should you wish to make any changes after this date please contact the school reception.

On the evening parents will be required to login to the parents booking system and then will be able to join the appointments at the allotted times, please be aware that the system will automatically finish appointments on time so that the evening does not overrun. If you wish to continue the conversation with the member of staff, this will have to be done through a follow up phone call. Can I please ask you to check that your device is set up correctly with the microphone and speakers on to prevent technical problems taking up time during the appointment.

Please visit <https://sandhurst.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to login and add appointments is included with this letter).

If you have any concerns please do not hesitate to contact me or your child's tutor.

Thank you for your continued support.

Yours sincerely

**Mr B Laws**  
Assistant Headteacher



# Parents' Guide for Booking Appointments

Browse to <https://sandhurst.parentseveningsystem.co.uk/>

### 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:

Email Address:  Phone Number:

#### Child's Details

First Name:  Surname:  Registration Class:

## 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.

Please use your child's "preferred" forename that matches our records (no abbreviations).

You will need to fill in the following fields to login:

- \*\*Your Surname
- \*\*Your Email Address
- \*\*Child's First Name
- \*\*Child's Surname
- \*\* Child's DoB eg: 01/01/2000

### 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 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

### 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

### 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.

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

## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue 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 E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	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	Busy	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**:

65 characters left

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. 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. To book appointments for another child, please click the link to complete this process again.

Home | **Appointments**

**Select Evening**

Parents' Evening  
24/01/2013

**Your Appointments**

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

**Parents' Evening**

This parents' evening is the school via the main for the Main Hall where Parking is available in th

Date: 24/01/2013

## 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.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email which logs you back into the system.