



Headteacher
Mr Gareth Croxon B.Sc., NPQH

Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344)775678

Website: www.sandhurstschool.org.uk

E-mail: contactus@sandhurstschool.org.uk

23rd November 2023

Dear Parent/Carer(s),

Year 11 Subject Evening – Thursday 7th December 2023

I would like to invite you to attend our Virtual Parents' Evening on **Thursday 7th December 2023**. As you are aware, your son/daughter is in their final year of their GCSE's and this evening provides you with an opportunity to meet with subject staff. At this very important time in their education you will be able to discuss with staff how your child is progressing towards achieving their full potential in the summer when they receive their results. In order to achieve this, I highly recommend that your son/daughter attends with you to ensure there is an effective conversation to best support them achieving their best results in the summer.

It is highly recommended that your child attends with you as the conversations with staff are most effective when all parties are included.

This year we will be continuing to do 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 **4:00pm and 7:00pm**.

Appointments can be made from 6:00pm today and will close on **Thursday 7th December 2023 at 2:00pm**. 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. Please check that your device is set up correctly with the microphone and speakers on to prevent technical problems taking up time during the appointment.

I would recommend that the sooner you book the appointments the better as staff will get very busy. It is particularly important to see the staff from subjects that your child is considering taking next year.

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). It is now possible for two Parents/Guardians to login to the Appointments from different devices a guide to this can be found at this link: [PARENT GUIDE](#)

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

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
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.

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](#)


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	Mr A Pinkney
History	Mr K Jacobs
Mathematics	Mrs L Vernon
Physical Ed	Mrs E Paton
Science	Ms J Estaphan

[Continue to Book Appointments](#)

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
No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
Book	Book	Book	Book	Book
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Book	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Book	Book	Book
16:35	Book	Book	Book	Book
16:40	Book	Book	Book	Book
16:45	Book	Book	Book	Book
16:50	Book	Book	Book	Book
16:55	Book	Book	Book	Book
17:00	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. 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

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Your Appointments
16:00
16:05
16:10
16:15
16:20
16:25
16:30
16:35
16:40
16:45
16:50
16:55
17:00
17:05
17:10
17:15
17:20
17:25

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance 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

[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.

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.