



Headteacher
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Sandhurst School

the opportunity to succeed

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4th January 2024

Dear Parent/Carer(s)

Re: Year 9 Subject Evening – Online Appointment Booking

I would like to invite you to attend our Virtual Parents' Evening on **Thursday 11th January 2024**. This evening will allow parents and students to speak to their Year 9 teachers before they decide on their options as well as discussing current progress. Due to changes of staff within the Maths team a separate letter is going to be sent to Mrs Irvines classes to talk about the plans for those classes. Technology have asked for Parents to be able to have appointments with Parents/Carers whose students are interested in doing either Food/Catering or Design Technology to be able to book with them. If your child is keen to take Food/Catering please book an appointment with Mrs Tudor or Mrs Jackson-Jones, if they would like to study Design Technology, please book with either Mr Jeary or Miss Barclay. The window for selecting options opens on **Monday 15th January 2024** and is due to close on **Friday 26th January 2024**. Please contact Mr Laws at school if you have any questions about the process.

We are continuing to run the Parents' Evening virtually via the Parents Evening booking system in the same way we have for the past few years. Please use the normal online booking system to arrange your appointments details below. This will allow you to choose your own appointment times with teachers between **4:00pm and 7:00pm**. Appointments can be made from **10:15am today** and will close on **11th January 2024 at 3:00pm**. 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. 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.

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](#)

We find it very important that were possible students attend the appointments with their Parents/Guardians to get the best from the feedback of staff and also discuss the suitability of select the subject for GCSE. The system will allow for a guest to join in so this can allow people in different place to attend the same appointment.

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
 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](#)

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.

[Continue](#)

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.

☒ 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 Mr 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 F5	Mr A Pinkney Geography G5	Mr K Jacobs History H5	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**.

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.

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.

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.

Home **Appointments**

[Print 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 (F5)
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	

[Add/Edit/Delete](#)