

# Sandhurst School the opportunity to succeed

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23rd February 2024

Dear Parent/Carer(s),

Re: Year 10 Subject Evening - Thursday 7th March 2024

I would like to invite you to attend our Virtual Parents' Evening on **Thursday 7<sup>th</sup> March 2024**. 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/Level 2 courses 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 2025.

This year we are continuing to run the Parents' Evening 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 7<sup>th</sup> March 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.

Please visit <a href="https://sandhurst.parentseveningsystem.co.uk">https://sandhurst.parentseveningsystem.co.uk</a> 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





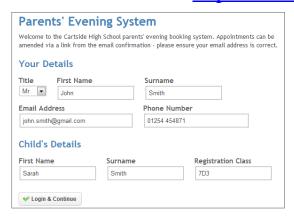






# Parents' Guide for Booking Appointments

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



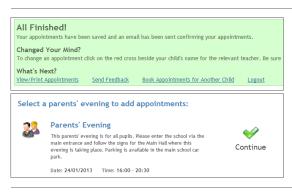
### Step 1: Login

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



# **Step 2: Select Parents' Evening**

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



# **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.



#### **Step 4: Make Appointments**

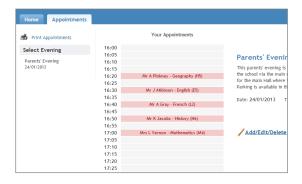
Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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.