

Sandhurst School

Headteacher Mr Gareth Croxon B.Sc, NPQH

the opportunity to succeed

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5th February 2024

Dear Parent/Carer(s),

Re: Year 8 Subject Evening – Thursday 22nd February 2024

I would like to invite you to attend our Year 8 Parents' Evening on **Thursday 22nd February 2024**. The evening is to give you the opportunity to discuss your child's progress with their teachers and subsequent strategies to support them in reaching their full potential. These conversations are most productive when the parents, teacher and student are all involved and would suggest that where possible your son/daughter joins you.

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 **22nd February 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. 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.

Please visit <u>https://sandhurst.parentseveningsystem.co.uk</u> 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: <u>Parent Guide</u>

Yours sincerely,

Mr B Laws Assistant Headteacher











Parents' Guide for Booking Appointments

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

Welcome to amended vi	the Cartside Hig a a link from the	h School paren email confirma	s' evening booking tion - please ensure	system. Appointments ca e your email address is co	
Your De	etails				
Title	First Name John		Surname Smith		
Mr 💌					
Email Address			Phone Number		
john.smith@gmail.com			01254 454871		
jonn.smith	(aginaliseen)				
Child's	Details	Surname		Registration Class	

View/Print Appointments Send Feedback Book Appointments for Another Child

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.

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 \checkmark Continue

Select a parents' evening to add appointments:

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

Parents' Evening

+ Mr J Atkinson

+ Mr A Gray

+ Mr K Jacobs

Step 2 of 3: Choose Teachers

K Geography 👘 Mr A Pinkney

 Mathematics
Mrs L Vernon
Physical Ed
Mrs E Paton X Science Ms J Estaphan

se to Book Appointments

Your child's teachers have been pre-pr not wish to see.

All Finished!

What's Next?

22

× English

× French

× History

Changed Your Mind?

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.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appo									
	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				
16:00	Book	Book	Book	Book	<u>Book</u>				
16:05	Book	Be			×				
16:10	Book	Be Con	Confirm & Add Message Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:						
16:15	Book	B Optio							
16:20	Busy	Be appoi							
16:25	Book	BI I WOL	I would like to discuss how Sarah's can improve on her recent test results.						
16:30	Book	Bi impro							
16:35	Book	B 65 ch							
16:40	Book	B							
16:45	Book	Be							
16:50	Book	Bi	aa Appointment	Lancer					
16:55	Book	<u>B6</u>	<u></u>	Dudy	<u></u>				
17:00	Book	Book	Book	Book	Book				

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.

