

Our Ref: RBR/JBA/FSC2405TUT

Friday 24th May 2019

Dear Parents and Carers

Tutor Evening
Monday 17th June 2019

We would like to invite you to attend our Tutor Evening, to be held on **Monday 17th June** from 4.00pm to 6.30pm. This is the second year we have held this event, which offers an opportunity for parents of Year 7, 8, 9 and 10 students to meet with Form Tutors to discuss their child's academic performance from this year. It will also provide a chance to raise any concerns or queries moving forwards. Please note, meetings will take place in Form Tutor classrooms.

Five minute appointments can be made with Form Tutors using our fast and simple online booking system. Simply select your child's Form Tutor and choose an available time slot. As always, you will receive an email confirming your appointment. We are confident in our booking system, but always welcome any feedback for improvement.

Please visit 'www.baysgarth.parentseveningsystem.co.uk' to book your appointment. A short guide on how to add appointments is overleaf.

Please login using the following information:

- Student's First Name
- Student's Surname
- Student's Date of Birth

Appointments can be made now and will close at 12.00pm on Friday 14th June.

If you do not have access to the internet, please contact the Main Reception in advance of Thursday 13th May, where a member of the Admin Team will be happy to schedule an appointment on your behalf.

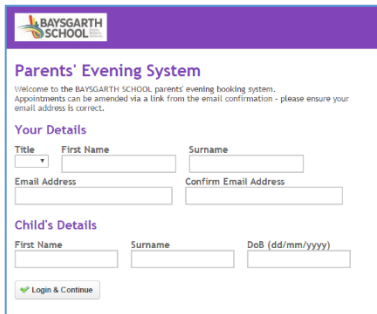
Should you have any queries please do not hesitate to contact the school.

We hope to see you soon!

Yours faithfully



Mr R Briggs
Head Teacher

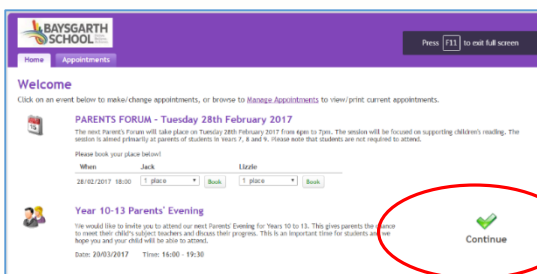


Search: www.baysgarth.parentseveningsystem.co.uk

Step 1: Login

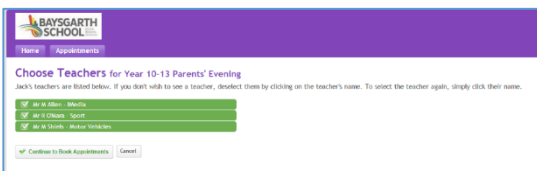
Please fill out all the details on the page. A confirmation email will be sent to you with details of all your appointments.

Please use your child's 'preferred' forename that matches our records, with no abbreviations.



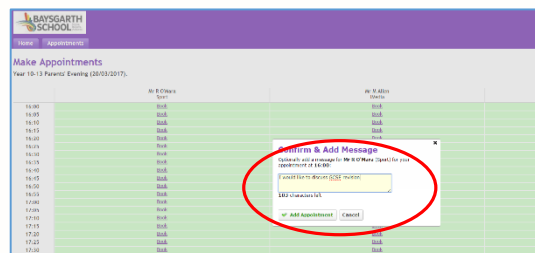
Step 2: Select Parents' Evening

Please click on the green tick to select the Parents' Evening you wish to make appointments for.



Step 3: Choose Teachers

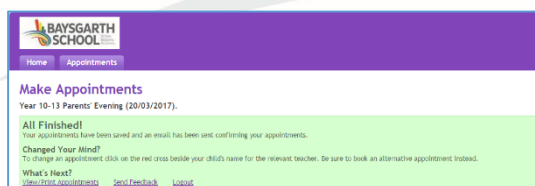
Your child(ren)'s teachers will appear on the screen automatically. Please ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to unselect them. Click 'Continue' to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. You can also enter a short note, which will be sent to the teacher to help structure the appointment. This can be repeated for all the teachers you want to see.

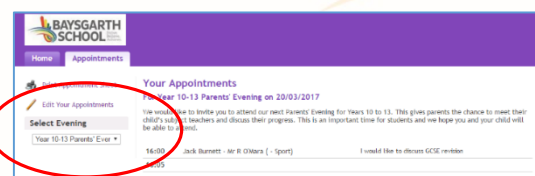
After all appointments have been made, click 'Click Here' in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

A confirmation email will be sent with details of all appointments made.

If you would like to comment on the booking system, please click 'Send Feedback' in the top right corner of the page.



Viewing / Editing / Printing Appointments

You can view and print appointments by clicking the 'Appointments' tab.

You can edit appointments booked by clicking 'Add/Edit/Delete'.