

Our Ref: RBR/FSC1910

Friday 19<sup>th</sup> October 2018

Dear Parents and Carers

**Year 9 & 10 Parents Evening**  
**Monday 12<sup>th</sup> November 2018**

We would like to invite you to attend the first Parents' Evening of this academic year for Year 9 and Year 10 students. This will take place on Monday 12<sup>th</sup> November 2018 between 4.00pm and 7.30pm. The evening offers opportunity for you to meet your child's subject teachers and discuss their progress. This is an important time for students and we hope you and your child will be able to attend.

Five minute appointments can be made with subject teachers using our fast and simple online booking system. Simply select the teachers who you wish to see based on, for example, whether you feel your child's progress or attitude to learning needs to improve based on their recent assessment results and reports. As always, you will receive an email confirming your appointments. We are confident in our booking system, but always welcome any feedback for improvement.

Appointments can be made from 9.00am on Wednesday 31<sup>st</sup> October and will close at 12.00pm on Friday 9<sup>th</sup> November.

Please visit '[www.baysgarth.parentseveningsystem.co.uk](http://www.baysgarth.parentseveningsystem.co.uk)' to book your appointments. 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

If you do not have access to the internet, please contact the Main Reception before Friday 9<sup>th</sup> November, where a member of the Admin Team will be happy to schedule appointments on your behalf.

Please note, this is the only evening for Year 9 parents this year, so we really hope you can attend. Please check our website for details of all school events.

If there are issues you wish to discuss with your child's teachers, please note that appointments book up quickly and we advise that you make it a priority to book as early as possible to avoid disappointment!

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

Yours faithfully



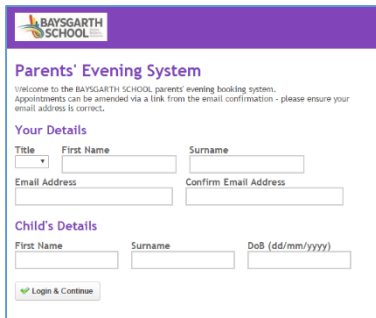
Mr R Briggs  
Head Teacher

Search: [www.baysgarth.parentseveningsystem.co.uk](http://www.baysgarth.parentseveningsystem.co.uk)

### Step 1: Login

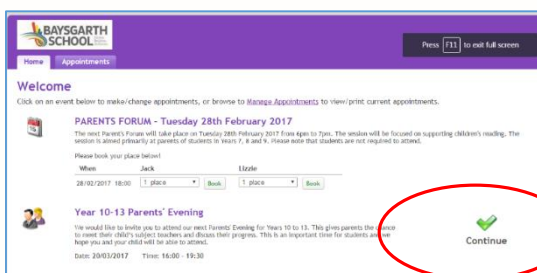
Please fill out all the details on the page. A confirmation email will be sent to you with details of all your appointments.

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



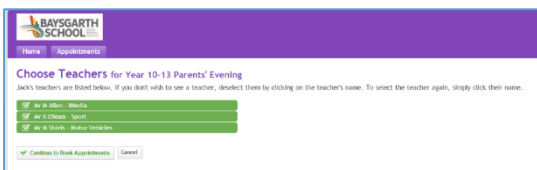
### Step 2: Select Parents' Evening

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



### Step 3: Choose Teachers

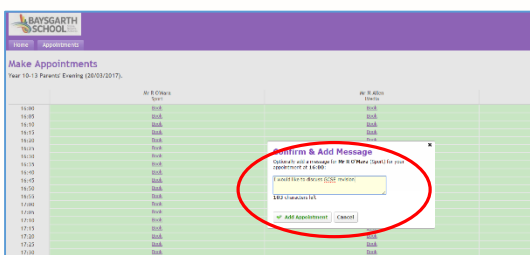
Your child(ren)'s teachers will appear on the screen automatically. Please ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to unselect them. Click 'Continue' to proceed.



### 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.

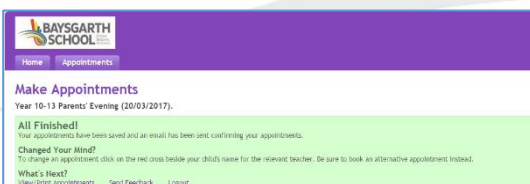
After all appointments have been made, click 'Click Here' in the yellow box at the top of the page to send the confirmation email.



### 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'.

