

June 2019

Dear Parent/Guardian

PARENT TUTOR MEETINGS
Wednesday 4 September 2019
8:30am to 7:00pm

A Form Tutor's role is central in both caring for students and, crucially, monitoring their progress both academically and socially; encouraging involvement, commitment and high standards of work and behaviour. It is also to be the first contact for parents, knowing the students' wider commitments and interests. In order to facilitate this, we would like to invite you to attend an appointment with the tutor to discuss your child and also how we can work together and communicate in the year ahead.

It would be beneficial for your child to attend the meeting with you. Tutors will be based in their usual tutor rooms.

Appointments should be made using our online booking system for current years 7-10. Please refer to the enclosed parents' guide for booking appointments. However all instructions and information relating to this can be found on our website at www.westfieldacademy.co.uk. Please follow the link on the home page.

New Year 7 students from September 2019 should book at the Parents Evening on 3 July.

Bookings for current Years 7-10 can be made online from Monday 1 July 2019. Please do not book back to back appointments if you have more than one child at the school, due to the time taken to travel around the site to the next tutor base.

If you experience any difficulties accessing our online booking system, please contact the main school reception.

When you arrive on the day, please ensure you sign in with members of staff in the reception foyer. **Please note, all appointments will be in your child's usual tutor base.** We look forward to seeing you on Wednesday 4 September 2019.

Yours faithfully



Mrs Hooper
Head of Year 7



Ms Ryan
Head of Year 8



Mr Roney
Head of Year 9



Miss Martin/Mr Burles
Heads of Years 10 & 11



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Parents' Guide for Booking Appointments

Browse to <https://.westfieldacademy.parentseveningsystem.co.uk/>

Parents' Evening System

Welcome to the Green Abbey 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
Email Address Confirm Email Address

Child's Details

First Name Surname DoB dd/mm/yyyy

[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).

Date of birth – eg: 26/11/2005

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: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them.

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

[Add another child](#)

[Continue to Book Appointments](#)

[Cancel](#)

Step 3: Choose Teachers

Your child's teachers will appear. 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 de-select them.

If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

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 ES	Mr A Gray French L2	Mr A Pinkney Geography HS	Mr K Jacobs History H6	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:

65 characters left

[Add Appointment](#)

[Cancel](#)

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. If you wish enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see. Please allow yourself 'movement time' between appointments

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.

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](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. **Please bring a print out of your appointment times to the parents' evening.** To send the school feedback about this system, click on "Send Feedback".

Parents Evening Booking

[Send Feedback](#) [Logout](#)

[Print Appointments](#)

Select Evening

Parents' Evening

24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:20	Mr A Pinkney - Geography (HS)
16:25	Mr J Atkinson - English (ES)
16:30	Mr A Gray - French (L2)
16:35	Mr K Jacobs - History (H6)
16:40	
16:45	
16:50	
16:55	Mrs L Vernon - Mathematics (M4)
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	
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17:40	
17:45	
17:50	
17:55	
18:00	
18:05	
18:10	
18:15	
18:20	
18:25	

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[Add/Edit/Delete Appointments](#)

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. 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.