

November 2018

Dear Parent/Guardian

**YEAR 10 PARENTS EVENING**  
**Monday 10 December 2018**  
**4:00pm to 7:00pm – Upper School Hall**

We would like to invite you to the above event to discuss your child's general progress with their subject teachers. It would be beneficial for your child to attend the evening with you.

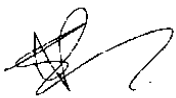
**Appointments should be made using our online booking system. Please refer to the enclosed parents' guide for booking appointments. However all instructions and information relating to this can be found on our website at [www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk). Please follow the link on the home page.**

**Bookings can be made online from Wednesday 28 November 2018.**

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

When you arrive on the evening, please ensure you sign in with students and staff in the reception foyer. **Please note, all appointments are located in the Upper School Hall.** We look forward to seeing you on Monday 10 December 2018.

Yours faithfully



**Miss Martin**  
**Head of Year 10 Pastoral**



**Mrs Poole**  
**Head of Year 10 Academic**



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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
Mr <input type="checkbox"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>		<input type="text" value="john.smith@gmail.com"/>

### Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="26/11/2005"/>

## 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.

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

## 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 E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	Book	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	Book	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

## 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

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

Print Appointments

Select Evening  
Parents' Evening  
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	Mr J Atkinson - English (E5)
16:30	Mr A Gray - French (L2)
16:35	Mr K Jacobs - History (H6)
16:40	Mr K Jacobs - History (H6)
16:45	Mr K Jacobs - History (H6)
16:50	Mr K Jacobs - History (H6)
16:55	Mr K Jacobs - History (H6)
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	
17:30	
17:35	
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.