

July 2021

Dear Parent/Guardian

## **PARENT TUTOR MEETINGS YEAR 7** **Wednesday 8 September 2021 - 8:30am to 3:10pm**

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 is essential for your child to attend this meeting with you.**

**For new Year 7 parents, these meetings will be held on site.** It is also an opportunity to collect your child's chromebook and register to have your child's fingerprint recognition obtained for our cashless canteen. **Please allow approximately 45 minutes for these to take place when you book your appointment.**

**Appointments should be made using our online booking system.** Please refer to the parents' guide for booking appointments (on page 2). 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.

**Appointment slots are now available to book online.**

**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 email [office@westfieldacademy.co.uk](mailto:office@westfieldacademy.co.uk), please include your preferred appointment time.

When you arrive on the day (new Year 7 only) 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 8 September 2021.

Yours faithfully



**Mr M Bromham**  
Head of Year 7



**Mr J Ovey**  
Head of Year 8



**Mrs T Hooper**  
Head of Year 9



**Mrs V Ryan**  
Head of Year 10



**Mr S Roney**  
Head of Year 11



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# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

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**Student's Details**

First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

## 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

**Parents' Evening**

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March [Open for bookings](#)
- Friday, 17th March [Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

**Choose Teachers**

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENC0)
- Mrs A Wheeler (Class 11A)

[Continue to Book Appointments](#)

## Step 3: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

**Click Continue to book appointments**

**Confirm Appointment Times**

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

## Step 4 (Automatic): Book Appointments

If you choose the automatic booking mode (recommended on mobile devices), you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5).

	Mr J Brown (SENC0 (A2))	Miss B Patel (Class 10E (H3))	Mrs A Wheeler (Class 11A (L1))
	Ben	Andrew	Ben
16:30	⊘	✓	⊘
16:40	⊘	✓	⊘
16:50	+	⊘	+
17:00	+	⊘	+

## Step 5 (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**Year 11 Subject Evening** (Experimental from 10:00 to 10:30) Thursday, 12th April

[Print](#) [Amend Bookings](#)

This parents' evening is for pupils in year 11. 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.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENC0
15:10	Mr J Sinclair	Ben	English
15:15	Mr J Sinclair	Andrew	English
15:20	Mr K Jacobs	Ben	History
15:25	Miss F Burton	Andrew	Mathematics
15:30	Miss J Foster	Andrew	Science

## Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.