

February 2019

Dear Parent/Guardian

**YEAR 9 PARENTS EVENING**  
**Monday 4 March 2019**  
**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 Monday 11 February 2019.**

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 4 March 2019.

Yours faithfully



**Mrs Hooper**  
**Head of Year 9**



**Stiby Road, Yeovil, Somerset, BA21 3EP**

**Telephone: 01935 423747**

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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                   | John       | Smith                 |
| Email Address        |            | Confirm Email Address |
| john.smith@gmail.com |            | john.smith@gmail.com  |

### Child's Details

|            |         |                |
|------------|---------|----------------|
| First Name | Surname | DoB dd/mm/yyyy |
| Sarah      | Smith   | 26/11/2005     |

[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.

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.

|                                     |                             |
|-------------------------------------|-----------------------------|
| <input checked="" type="checkbox"/> | Mr J Atkinson - English     |
| <input checked="" type="checkbox"/> | Ms J Estaphan - French      |
| <input checked="" type="checkbox"/> | Mr C Hughes - Res Materials |
| <input checked="" type="checkbox"/> | Mr K Jacobs - Geography     |
| <input type="checkbox"/>            | Mr M Lubbock - Class 9A     |
| <input checked="" type="checkbox"/> | Dr R Mcnamara - French      |
| <input checked="" type="checkbox"/> | Dr R Mcnamara - German      |
| <input type="checkbox"/>            | Dr S Miandad - Science      |
| <input checked="" type="checkbox"/> | Mrs D Mumford - Mathematics |
| <input checked="" type="checkbox"/> | Mr V Stockill - PSE         |
| <input checked="" type="checkbox"/> | 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.

| Time  | Mr J Atkinson<br>English<br>E5 | Mr A Gray<br>French<br>L2 | Mr A Pinkney<br>Geography<br>H5 | Mr K Jacobs<br>History<br>H6 | Mrs L Vernon<br>Mathematics<br>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 | 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:

I would like to discuss how Sarah's can improve on her recent test results.

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

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 |                                 |
| 16:45 |                                 |
| 16:50 |                                 |
| 16:55 |                                 |
| 17:00 | Mrs L Vernon - Mathematics (M4) |
| 17:05 |                                 |
| 17:10 |                                 |
| 17:15 |                                 |
| 17:20 |                                 |
| 17:25 |                                 |
| 17:30 |                                 |
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| 18:00 |                                 |
| 18:05 |                                 |
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| 18:20 |                                 |
| 18:25 |                                 |

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Date: 24/01/2013 Time: 16:00 - 20:30

[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.