



17 January 2019

Letter to All Year 11 Parents

Dear Parent/Guardian

Re: Year 11 Parents' Evening – Thursday 31 January 2019

Following your son's/daughter's Mock Exam Results and second interim report published on Friday 11 January, I am pleased to invite you to our Year 11 Parents' Evening on Thursday 31 January 2019, starting at 4.30pm and finishing at 7.00pm, with appointment slots available between these times.

This evening is an opportunity for you to meet with your child's individual subject teachers, review his/her recent achievements and progress, seek advice on his/her next steps and learn how you can provide support at home for his/her learning and revision. Cirencester College together with myself and Mrs Mackew from the Pastoral Team and Senior Staff will also be on hand to answer any questions or address any concerns you may have.

As you are aware, we now use an intuitive and easy to use online appointment booking system for making appointments. The system allows you to easily choose your own appointment time with your son's/daughter's teachers. Additionally, you will receive an email confirming your appointment times. We are confident that this system works well but would welcome any feedback you may have about the process. The booking system will open at 6.00am on Saturday 19 January and will close at midnight on Wednesday 30 January. Should you wish to make any changes or cancel your appointment after this date, please contact the Pastoral office.

Each parent can initially book 7 appointments so you will need to prioritise who you would like to see. However, as you will appreciate, some teachers have more than one Year 11 class and may therefore find it difficult to see all parents. If you are not able to see a particular teacher, your child may take round a form on which a comment can be made or you can contact the teacher directly by email. Email addresses can be found on our school website at www.deerparkschool.net.

Please visit <https://cirencesterdeerpark.parenteveningsystem.co.uk> to book your appointment. A short guide on how to add appointments is included on the reverse of this letter. All you need to log in is the following information: Your name; Pupil's first name; Pupil's surname; Pupil's date of birth. If you do not have access to the internet, or have any difficulty logging in to the system please contact the Pastoral Office who will be happy to add the appointments on your behalf.

Teachers will endeavour to keep to the allotted times. We would appreciate your support in this by arriving at your appointments promptly. If you are late for an appointment, please move on to the next one. If more time is required, please ask your child's teacher or myself for a further appointment.

We look forward to seeing you on Thursday 31 January 2019.

Yours sincerely

Simon Bellamy
Pastoral Team Leader

Parents' Guide for Booking Appointments

Browse to <https://cirencesterdeerpark.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:

Step 1: Login

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

Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – e.g. 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

Bert'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. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Mr J Estephan - 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 Mladad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 3: Choose Teachers/Tutor

Your children's teachers/Tutor will appear. Ensure the teachers/Tutor 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.

Click on the Continue button to proceed.

Finished Adding Appointments?
 You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher/Tutor for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your 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 print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback" and enter your comments.

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.

Home **Appointments**

Next Appointments

Select Evening	Time	Teacher
Parents Evening	16:00	
	16:05	
	16:10	
	16:15	
	16:20	Mr A Pinkney - Geography (H5)
	16:25	
	16:30	Mr J Atkinson - English (E5)
	16:35	
	16:40	Mr A Gray - French (L2)
	16:45	
	16:50	Mr K Jacobs - History (H6)
	16:55	
	17:00	Ms L Varman - Mathematics (M6)
	17:05	
	17:10	
	17:15	
	17:20	
	17:25	

Your Appointments

Parents Evening
 This parents evening is for the school via the main hall where parking is available in the main school car park.

Date: 24/01/2013

[Add/Edit/Delete](#)