



20th September 2016

To: Parents/Carers of Y11 students

Dear Parent/Carer

Y11 Parents' Consultation Evening

The Year 11 Parents' Consultation Evening is scheduled for **Tuesday 4th October**. The College is now making use of an online appointment booking system for Parents' Evening. This allows you to select your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 6.00pm on Wednesday 21st September and will close at midday on the day prior to the Parents' Evening. Should you wish to make any changes after this time please contact your child's House Office, where the Student Support Assistant will be able to make the necessary arrangements.

Please visit <https://elycollege.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter). Log in with the following information:

Student's first name, student's surname and date of birth (as per the College's records).

If you do not have access to the internet or encounter any other difficulties, please contact your child's House Office, where the Student Support Assistant will be happy to add appointments for you. Alternatively, if you prefer, you can send your child to the House Office to book appointments on your behalf.

Yours faithfully

Ms Jayne Brown
Vice Principal

Parents' Guide for Booking Appointments

Browse to <https://elycollege.parentseveningsystem.co.uk> or see the link on our website.

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: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Confirm Email Address: john.smith@gmail.com

Child's Details

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 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) and their 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

[Continue](#)

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. Add any other teachers you wish to see for

- 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 Mandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

[Continue to Book Appointments](#) | [Cancel](#)

Step 3: Choose Teachers

Your children'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 deselect them.

Your child's Head of Year is also available for appointments should you wish to see 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 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.

Home | **Appointments**

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 | |
| 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 | Mrs L Vernon - Mathematics (M4) |
| 17:05 | |
| 17:10 | |
| 17:15 | |
| 17:20 | |
| 17:25 | |

[Add/Edit/Delete](#)

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.

