

SQUIRES AVENUE  
BULWELL  
NOTTINGHAM  
NG6 8HG

PRINCIPAL: MICHELLE STRONG  
T +44 (0)115 964 7640  
E enquiries@bulwellacademy.org.uk  
www.bulwellacademy.org.uk



**THE BULWELL  
ACADEMY**  
*Creative  
Education  
Trust*

4 November 2020



Dear Parent/Carer

**Year 7 'Meet the Tutor' Evening: Monday 16 November 2020, 3.15 - 6.15 pm**

I am pleased to invite you to take part in our Year 7 'Meet the Tutor' Evening on Monday 16 November.

We are very keen that parents/carers have the opportunity to find out how their child has settled into life at The Bulwell Academy. To enable your child's Tutor to speak to all parents/carers in their Tutor Group, we have allocated 5 minutes per appointment.

Sadly, we are unable to invite you to the Academy for Parents' Evenings during the current times. Instead, our Year 7 Tutors are looking forward to having telephone appointments with you.

If you wish, you will also have the opportunity to book an appointment with your child's Year Manager, Mr Chambers, and with myself (Miss Kelly, Head of Year).

**To make your appointments:** Go to: [bulwellacademy.parentseveningsystem.co.uk](http://bulwellacademy.parentseveningsystem.co.uk) Fill out all the details on the page. **Please use your child's preferred Forename and Surname that matches our records.** Follow the steps on page 2 to book your appointments.

**If you do not have online access,** please return the slip below to your child's Tutor to let us know the best time/s to contact you. The slip will be returned to you with your allocated times.

Our Year 7 Tutors, myself and Mr Chambers look forward to talking to you on 16 November.

Yours sincerely

**Miss E Kelly**

Director of Learning, Key Stage 3

**REPLY SLIP** (for parents/carers with no online access to book appointments)

Tutor Group  Child's Name

Preferred Times  3.15 to 4.00  4.00 to 5.15  5.15 to 6.15

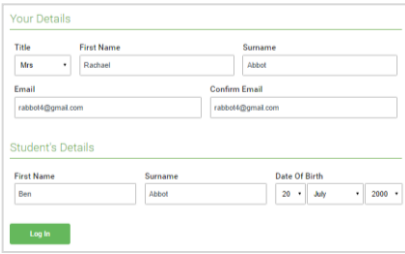
Who would you like to speak to? Tutor  Year Manager  Head of Year

**OFFICE USE ONLY**

**Allocated Times:**

# Parents' Guide for Booking Appointments

Go to [bulwellacademy.parentseveningsystem.co.uk](http://bulwellacademy.parentseveningsystem.co.uk)



Your Details

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

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

Student's Details

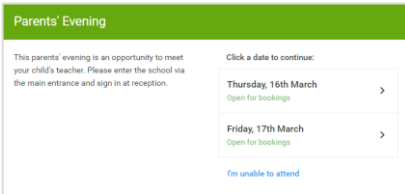
First Name: Ben, Surname: Abbot, Date Of Birth: 26 July 2000

Log In

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



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:

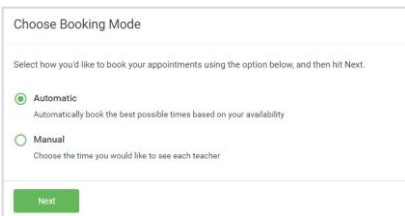
Thursday, 16th March  
Open for bookings

Friday, 17th March  
Open for bookings

I'm unable to attend

## Step 2: Select Parents' Evening

Click on the date you wish to book



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic  
Automatically book the best possible times based on your availability

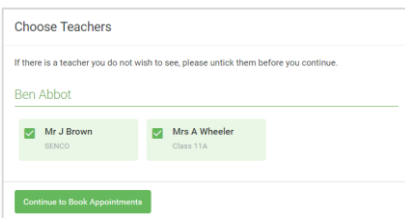
Manual  
Choose the time you would like to see each teacher

Next

## Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

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

Ben Abbot

Mr J Brown  
SENCO

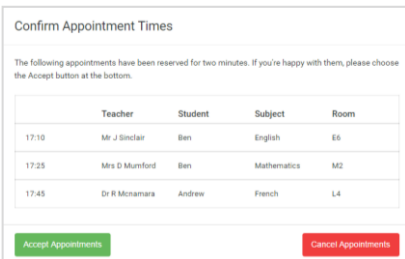
Mrs A Wheeler  
Class 11A

Continue to Book Appointments

## Step 4: 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.**



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 Micamara | Andrew  | French      | L4 |

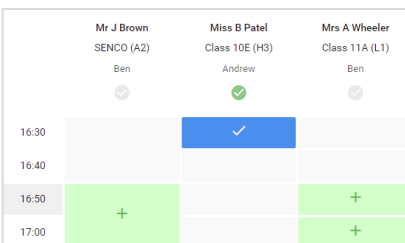
Accept Appointments

Cancel Appointments

## Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, 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 5b).**



|       | Mr J Brown<br>SENCO (A2)<br>Ben | Miss B Patel<br>Class 10E (H3)<br>Andrew | Mrs A Wheeler<br>Class 11A (L1)<br>Ben |
|-------|---------------------------------|--|--|
| 16:30 |                                 | ✓  |  |
| 16:40 |                                 |  |  |
| 16:50 | +                               |  | +                                      |
| 17:00 |                                 |  | +                                      |

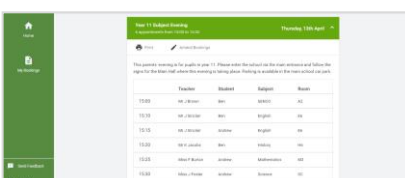
## Step 5b (Manual): Book Appointments

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.**



My Bookings

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

## 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*.**