

SQUIRES AVENUE
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**THE BULWELL
ACADEMY**
*Creative
Education
Trust*

19 March 2021



Dear Parent/Carer

Year 8 Parents' Evening: Thursday 25 March 2021, 2.30 to 6.15 pm (last appointment slot 6pm)

I am pleased to invite you to take part in our rescheduled* Year 8 Parents' Evening on Thursday 25 March 2021. Sadly, we are unable to invite you to the Academy for Parents' Evenings during the current times. Instead, our Year 8 Tutors are looking forward to having telephone appointments with you to discuss your child's progress and any concerns.

To enable your child's Tutor to speak to all parents/carers in their Tutor Group, we have allocated 10 minutes per appointment. Follow up conversations with individual teachers, Year Managers or Senior Leaders will be arranged, if necessary, following the Parents' Evening.

We see parents as partners in their child's education.

Two-way communication between home and school will help students make the best possible progress at The Bulwell Academy. We hope you will welcome the new-style Parents' Evenings as an opportunity to build a positive home-school partnership with your child's Tutor.

To make your appointments: Go to: 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 8 Tutors look forward to talking to you on either Thursday 25 March or 1 April 2021.

Yours sincerely

Miss E Kelly

Director of Learning, Key Stage 3

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

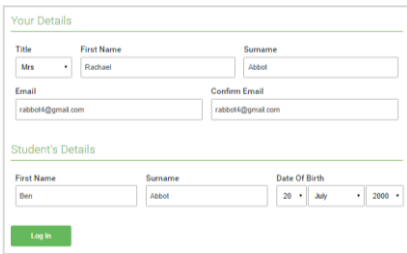
Tutor Group **Child's Name**

Preferred Times 2.30 to 3.30 3.40 to 4.40 4.50 to 6.00

SCHOOL USE ONLY **Allocated Time:**

Parents' Guide for Booking Appointments

Go to bulwellacademy.parentseveningsystem.co.uk



Your Details

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

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

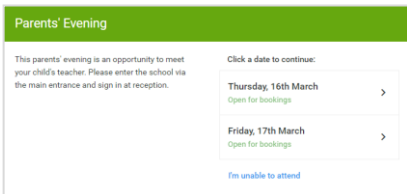
Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 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:

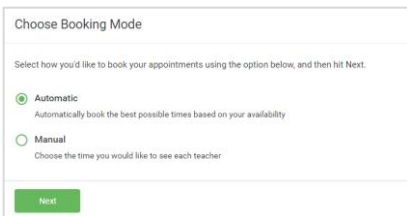
Thursday, 16th March
Open for bookings

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

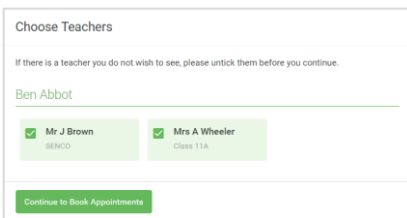
Manual
Choose the time you would like to see each teacher

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

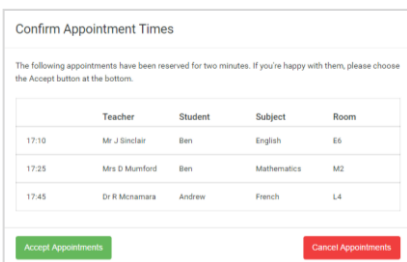
Mr J Brown
SENCO

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.

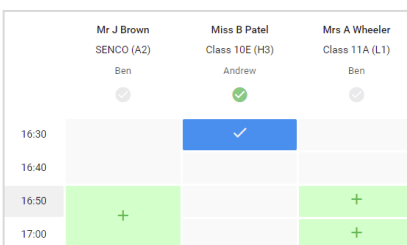
Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Micamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

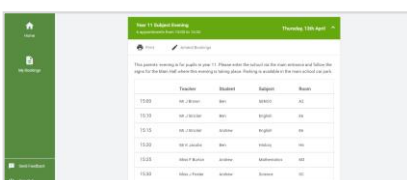
If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left. **If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).**



	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) 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*.**