

January 2019

Dear Parent/Carer

**Re: Year 9 Parents' Evening**

There will be a Parents' Evening for Year 9 parents on Thursday 17<sup>th</sup> January 2019 from 3.45pm to 6.30 pm. This is an important occasion for Year 9 students and I hope that you can take the opportunity to meet with individual subject teachers to discuss your son/daughter's progress.

All appointments on the Parents' Evening will be in the Main Building. On this occasion, subject staff will be in the following rooms:

Hall: French, German, Geography, History, RS, ICT, Maths, PE and Head of Year

Gym: Science and English

E9: Hair & Beauty, Health & Social Care and Childcare

H2: Technology

Library: Art, Drama and Music

Ushers will be on hand to help you find your way. **Please will you sign in at the front entrance upon arrival and initial against your name on exit.**

Please find enclosed an information sheet explaining our online appointment booking system and a reply slip which should be returned promptly to your son/daughter's tutor.

I look forward to seeing you.

Yours faithfully

**Mr P Emecz**  
**Head of Year 9**

Rec18/19/letters

.....  
Reply Slip: **To be returned to tutor as soon as possible.**

Student's Name: .....

Tutor Group: .....

I acknowledge receipt of the letter detailing the Year 9 Parents' Evening on 17<sup>th</sup> January 2019

I shall be attending; I understand I need to book appointments online

I shall not be attending

<input type="checkbox"/>
<input type="checkbox"/>

Signed: .....

Date: .....

### **Choose your own Parents' Evening appointment times online**

The school is using an online booking system for the Year 9 Parents' Evening on **Thursday 17<sup>th</sup> January 2019** for all classes. The system enables you to book appointments with all of your child's teachers.

Go to <http://www.parents-booking.co.uk/arnewood> to see which appointments are available and select those that are convenient for you. It is suggested that you leave a five minute gap between appointments.

#### **To use the system you will need:**

- Your title (Miss/Mr/Mrs/Ms)
- Your surname
- Your child's first name and surname
- Your child's date of birth
- Your child's tutor group code (see below)

The system will be live from 8am on Monday 7<sup>th</sup> January and will be open to take your bookings until midday on Wednesday 16<sup>th</sup> January.

<b>Tutor</b>	<b>Tutor Group Code</b>
<b>Miss Gain</b>	<b>09KGL</b>
<b>Miss Sherwood-Taylor/Mrs Merciere</b>	<b>09MSR</b>
<b>Miss Morrison</b>	<b>09GML</b>
<b>Mrs Tuckett</b>	<b>09CTR</b>
<b>Mr Elkington</b>	<b>09REL</b>
<b>Mrs Sedgley/Ms Haynes</b>	<b>09VSR</b>
<b>Mr Grant</b>	<b>09PGR</b>

#### **Troubleshooting Tips – Please read before booking**

- The booking system uses 'cookies'; please agree to the use of 'cookies' on the site if asked.
- The child's date of birth has to be entered in exactly the right format i.e. using four digits for the year of birth - 12/09/2002
- Where it says 'child's register class', you need to put in the tutor group code from this letter, such as 09KGL and not the teacher's name.
- The email address you enter is only to receive a confirmation of your appointments. If the system is saying it does not recognise you, it will not be the email address that is the problem.
- It is important that the title that you enter matches the title that we have recorded on our system. If the system is saying that it does not recognise you, it worth trying an alternative title (e.g. Ms instead of Miss) before contacting our technical support staff.

If you are unable to book at home, please telephone the school on **01425 625431** and a member of our technical support staff will help you, or you can email IT support at [ithelpdesk@arnewood.hants.sch.uk](mailto:ithelpdesk@arnewood.hants.sch.uk)