



The Arnewood School

1 1 – 1 9 A c a d e m y

Working Together - Shaping Tomorrow

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6th March 2020

Dear Parent/Carer

Re: Year 7 Parents' Evening

I write regarding the forthcoming Parents' Evening on Tuesday 24th March 2020 from 3.45pm to 6.30pm. I do hope you will be able to attend. The opportunity will be available for you to meet with individual subject teachers. The Headteacher and I will be available to answer specific enquiries. If the teacher you wish to see is unavailable, please contact me.

All appointments on Parents' Evening will be in the Main Building. Subject teachers will be in the following areas:

Hall:	Art, Drama, Music, English & Maths
Gym:	History, Geography, RS, French & German
H2:	PE & Head of Year
H3:	Technology
H4:	ICT
Library:	Science

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

Miss H Vincent
Head of Year 7

REC LETTERS 19/20 Parents eve

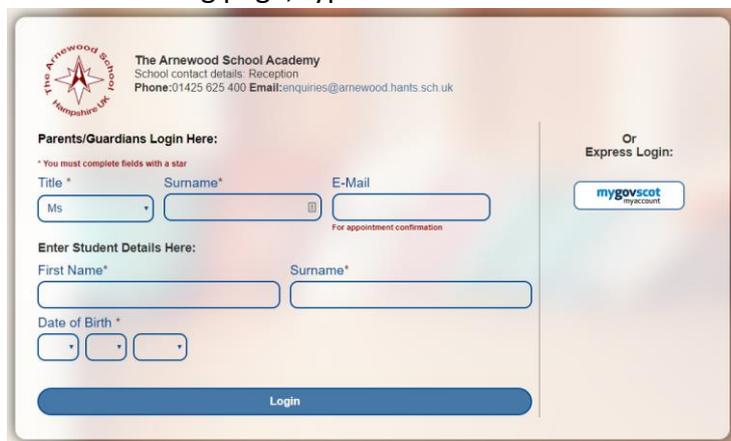


The Arnewood School is a trading name of The Gryphon Trust. The Gryphon Trust is a company limited by guarantee and an exempt charity.

Completing the Parent Evening booking system

To make appointments through the Parent's evening booking system:

1. In a web browser, go to <https://parents-booking.co.uk/arnewood>
(If you are viewing this electronically, clicking this link should take you there)
2. At the following page, type in the relevant information.



The Arnewood School Academy
School contact details: Reception
Phone: 01425 625 400 Email: enquiries@arnewood.hants.sch.uk

Parents/Guardians Login Here:
* You must complete fields with a star

Title * Surname* E-Mail
Ms [] [] []
For appointment confirmation

Enter Student Details Here:
First Name* Surname*
[] []
Date of Birth *
[] [] []

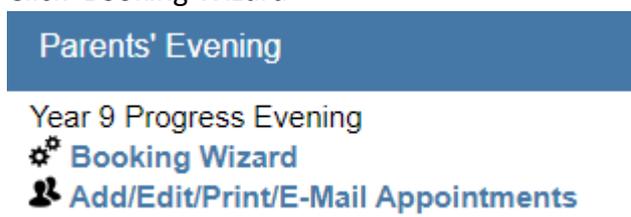
Or Express Login:
mygovscot myaccount

Login

Please note that:

- Your name and your child's name must match our database. Common issues include giving a title of 'Ms' instead of 'Miss' or for giving a shortened first name (e.g. 'Dan' instead of 'Daniel').
 - Once your bookings are made, the system will email you with a list of your bookings to the email address you have given here. This email can be different to the address we have registered for you. If the address you use is different to the one we have stored, we may contact you to confirm that your email address has changed.
 - If you are unable to login, please email enquiries@arnewood.hants.sch.uk
3. You can either make bookings using the booking wizard, or by making the appointments individually. This guide explains how to use the booking wizard. For information on manual booking, please look at the link on this page – *'Watch our help videos here'*.

Click 'Booking Wizard'



4. Select the teachers that you would like to make appointments with by ticking the check boxes for each teacher. You can select all teachers by clicking 'Select all teachers'.
5. Select the time you can arrive and the time you need to leave at, and click 'Make my bookings'.
6. If you are happy with the bookings made, please click 'Confirm bookings'.
 - a. You can edit individual bookings by clicking 'Edit booking' next to the relevant teacher.
 - b. You can also leave a comment for the teacher by clicking 'Add comment'.