

Kingsmead

CARE

ASPIRATION

RESPECT

DETERMINATION

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December 2017

Dear Parent/Carer

Year 11 Written Reports & Subject Parents' Evening

I write to inform you about important events in the coming month at Kingsmead. Firstly, Year 11 students will receive their **full written reports** in paper form via their tutor on Thursday 14th December 2017. Please read this report with your child and discuss his/her learning progress to date and areas for focus and development over the next term.

Secondly, I would like to invite you and your child to attend our Parents' Evening on **Thursday 11 January 2018** between 4.30pm and 7.30pm in the South Block and East Block. Please let us know in advance if you require lift access as some appointments will be upstairs. Parking will be available on the tennis courts.

This is an important evening and provides you with an opportunity to meet with your child's subject teachers to discuss their academic progress. You can also book an appointment with our Careers Advisor, Sally Trump to discuss post-16 options by contacting the school reception, this is separate to the bookings system. Throughout the evening there will also be the opportunity to speak to representatives of colleges, sixth forms, apprenticeships and work based pathways.

Appointments can be made from Thursday 14 December 2017 at 6.00pm and will close on Wednesday 10 January at 10.00pm. Appointments are with subject teachers and are for 5 minutes. The maximum number of appointments which can be made on the booking system is 8. Should you wish to make any changes after this date please contact the school office. **There will not be an opportunity to make any new appointments after this date.**

We use an online booking system for parents to make appointments. Please visit www.kingsmead-school.com and click on the parents' evening booking icon (bottom left on the homepage) to book your appointment. (A short guide on how to add appointments is attached to this letter.) Login with the following information:

Student's First Name:

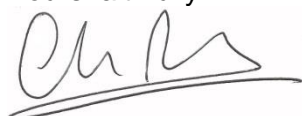
Student's Surname:

Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to make an appointment on your behalf.

Best wishes to parents and students for a restful Christmas break.

Yours faithfully



Charlie Pierce
Assistant Headteacher



Peter Thompson
Leader of Student Support – Year 11

Parents' Guide for Booking Appointments

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	First Name	Surname
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

Student's Details

First Name	Surname	Date Of Birth	
Ben	Abbot	20	July
			2000

Log In

Step 1: Login

Please 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.

Primary School 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. Or if you'd rather manually choose the times to book with teacher/s, choose Manual. Then press *Next*.

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

Choose Teachers

If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

<input checked="" type="checkbox"/> Mr J Brown SPEL	<input checked="" type="checkbox"/> Mrs D Mumford Mathematics	<input checked="" type="checkbox"/> Mr J Sinclair English	<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
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Andrew

<input checked="" type="checkbox"/> Miss F Burton Mathematics	<input checked="" type="checkbox"/> Dr R McNamara French	<input checked="" type="checkbox"/> Mr J Sinclair English
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[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 teacher/s 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 McNamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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

If you chose the manual booking mode, 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.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Add Appointment
✕

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

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.

View 11 Subject Evening
Thursday, 10th April

This printed booking for page 11. Please enter the school on the main website and follow the sign for Bookings - Full of the evening to bring your booking to school for the main school use only.

Teacher	Student	Subject	Room	
13:00	Mr Jackson	Ben	10B12	A1
13:10	Mr Jackson	Sam	English	EA
13:15	Mr Jackson	Andrew	English	EA
13:20	Mr Jackson	Ben	History	H1
13:35	Miss P. Barnes	Andrew	Mathematics	M1
13:50	Miss P. Barnes	Andrew	Science	SC

Step 6: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

If after booking you need to change your appointments, click on *Amend Bookings*.

