

December 2018

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 20 December. 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 10 January 2019** 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. Appointments can be made from Thursday 13 December at 6.00pm and will close on Wednesday 9 January at 10.00pm. Appointments with subject teachers are for 5 minutes and the maximum number of appointments which can be made are 8. In addition, you can book a 5 minute appointment with our Careers Advisor Sally Trump to discuss Post-16 options. Should you wish to make any changes after the booking system closes then please contact the school office. There will not be an opportunity to make any new appointments after this date.

Representatives of the following colleges/training providers will also be in attendance to support your child in considering their Post-16 options; Richard Huish College, Exeter College, Bridgwater & Taunton College, Bicton College, PGL Training (apprenticeships), SPACE College, Taunton School, National Citizenship Service, Petroc College and King's College. Please can you take the time to meet representatives from your child's chosen college(s) during the evening. Your child should have completed an online or paper based college application by Thursday 20 December. However the decision making process will continue into the new year; further applications or changes to pre-existing applications can of course be made throughout Year 11.

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/s. 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:

CARE

ASPIRATION

RESPECT

DETERMINATION

Wiveliscombe, Taunton, Somerset, TA4 2NE

 contact@kingsmead-school.com

 01984 623483

www.kingsmead-school.com

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

A handwritten signature in black ink, appearing to read 'Charlie Pierce', with a long horizontal flourish underneath.

Charlie Pierce
Assistant Headteacher

A handwritten signature in black ink, appearing to read 'Suzy Hake', with a long horizontal flourish underneath.

Suzy Hake
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: 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

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, de-select them before clicking the button to continue.

Ben

- Mr J Brown (SpEd)
- Mrs D Mumford (Mathematics)
- Mr J Sinclair (English)
- Mrs A Wheeler (Class 11A)

Andrew

- Miss F Burton (Mathematics)
- Dr R McNamara (French)
- Mr J Sinclair (English)

[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.

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.

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

Home
My Bookings
Send Feedback

View 11 Subject Evening
Thursday, 10th April

This printed bookings for pupils in year 11. Please enter the subject at the main entrance and follow the signs for Bookings - Full of the evening to bring your tickets to avoid late to the main school car park.

Time	Teacher	Student	Subject	Room
15:00	Mr Jackson	Ben	History	A1
15:10	Mr Jackson	Ben	English	EA
15:15	Mr Jackson	Andrew	English	EA
15:20	Mr Jackson	Ben	History	HA
15:35	Miss P. Brown	Andrew	Mathematics	M1
15:50	Miss P. Brown	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*.