

February 2019

Dear Parent/Carer

Year 8 Subject Parents' Evening - Thursday 28 February 2019 - Online Appointment Booking

I would like to invite you and your child to attend our Parents' Evening on **Thursday 28 February 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.

As you know, Year 8 will shortly be asked to choose their option subjects for study in Years 9-11. More information on the Options selection process and Options Parents' Evening is enclosed in the attached letter.

Appointments can be made online for the Subject Parents' Evening from Wednesday 13 February at 6.00pm until Wednesday 27 February at 10.00pm. Should you wish to make any changes after this date please contact the school office. **There will not be an opportunity to make new appointments after Wednesday 27 February.**

The maximum number of appointments which can be made is **8**. Each appointment will last for **5** minutes.

We appreciate not everyone will be able to attend or indeed, feel the need to do so, but please do not hesitate to contact us at any time if you have any concerns.

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 to book your appointment. (A short guide on how to add appointments is attached). Login with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

Please note: For Design & Realisation and Catering appointments. The booking system will only show one of these subjects on the booking screen for your child. If you wish to make an appointment for both subjects please select "Add a Teacher" – "Catering" and "Miss Mathias" or "Design & Realisation" and "Mr Martin" as appropriate.


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.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ross Porter', with a stylized flourish at the end.

Mr Ross Porter
Assistant Headteacher - Establishment Phase

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, deselect them before clicking the button to continue.

Ben

- Mr J Brown
SENCO
- 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

Year 11, Subject Evening
Thursday, 19th April

This parent evening is for path in year 11. Please enter the school via the main entrance and follow the signs for the main hall where the evening is taking place. Parking is available in the main school car park.

Time	Teacher	Student	Subject	Room
16:00	Mr J Brown	Ben	SENCO	A2
16:30	Mr J Brown	Ben	English	01
16:15	Mr J Brown	Andrew	English	01
16:20	Mr S. Jacobs	Ben	History	06
16:25	Miss F Burton	Andrew	Mathematics	05
16:30	Miss J Hobbs	Andrew	Science	02

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*.

SOUTH & EAST BLOCK ROOMING FOR YEAR 8 SUBJECT PARENTS' EVENING - THURSDAY 28 FEBRUARY 2019

S1 - ARTS

Mr Clark

Mrs Childerley-Lake

Miss Vassallo

Mr Dunnett

Miss Stephenson

Mr Weston

S4 -SCIENCE

Mr Barrett

Mrs Clements

Mrs Harrison

Mr Johns

Mrs Rayson

Mr McKie

Mrs Vestey

SU6 - GEOGRAPHY &

HISTORY

Mrs Page-Walters

Miss Newmarch

Mr Cope

Miss Burridge

SU8 - MFL

Mrs Davies

Mrs Freeman

Mrs Williamson

Mrs Hake

Miss Whitcombe

Mrs Cox

S2 - ENGLISH

Mrs Seymour

Mrs Thompson (English & RS)

Mrs Gibbs

Miss Fisher

Miss Goldsmith

SU5 - PE & RS

Mr Norman

Mrs Pike

Mrs Green

Mr Fairclough

Mr Elkins

Mrs West

Mrs Pearson

SU7 - APPLIED

LEARNING

Mr Martin

Miss Mathias

Mr Smith

EAST BLOCK HALL -

MATHS

Mrs Phillips

Mr Green

Miss Fleming

Miss Martin

Miss Bene

Mrs Palmer (Maths & PE)