



WEST HILL SCHOOL

Aiming High Since 1927

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March 2018

Year 8 Parents' Consultation – Thursday 22nd March 2018

Dear Parent/Guardian,

Please read the information below carefully:

After considering your son's Assessment Report you have the opportunity to discuss any specific issues with your son's subject teachers at the Parents' Consultation on **Thursday 22nd March 2018 (4.00pm-6:30pm)**.

We are continuing to use the online booking system to make your appointments. The booking system is now open.

You can book your appointments from any device with Internet access. The easiest way is by using a Smartphone; you don't need an app, just open a web browser and type the address *exactly* as described below (or click the 'Parents' Evening' link at the top of the school website homepage).

<https://westhillschool.parentseveningsystem.co.uk/>

You'll then be given the option to have your bookings automatically allocated for you, or to pick convenient times yourself. Appointments last for 5 minutes and must have at least a 5 minute gap in between each one. Instructions for making bookings are on the back of this letter.

If you don't have Internet access, please phone school and ask to speak to Miss Mayall who will be able to make the bookings for you.

Please note: bookings are allocated on a first come, first served basis. If you are unable to book a meeting with a particular teacher that you wish to speak with, please add yourself to the waiting list by pressing the 'Request an Appointment' button on the booking system. This can be found directly underneath the teacher's name on the screen where you choose your appointment times. You will then receive a follow-up email or phone call after Parents' Consultation has taken place. If an appointment becomes available however you will be contacted.

Please return the enclosed coloured form to reception, completed, no later than Wednesday 21st March, **only** if you do not wish to attend. Alternatively, please log on to the booking system and notify us through the 'Not Attending' button.

Any boy attending with his parents must wear full school uniform.

By using **School Gateway**, you can keep up-to-date with any information regarding your son without waiting for reports to be sent home. More information can be found about this on the Parents' page of the school website.

Yours sincerely,

Miss Whitehead
Head of Year 8



Step 1: Login

Please use your child's preferred forename as we have it stored on at school e.g. the name as it appears at the top of your son's Assessment Report.

Step 2: Select Parents' Consultation

Unable to make the date listed? Click *I'm unable to attend*.

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 choose the times to book with each teacher, choose Manual. Then press *Next*.

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

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 teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

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).

Step 5b (Manual): Book Appointments

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.

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.