



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Robert Coles, Headteacher

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

18 March 2019

Dear Parent/Carer

Year 7 Progress Evening – Thursday 4 April 2019

You and your child are invited to our forthcoming Year 7 Progress Evening where you will be able to meet with subject teachers, on **Thursday 4 April 2019**. Appointments last for five minutes and are held in the Brookvale building and can be booked using our online parent evening booking system. The appointments are available between 3.45 - 7.15pm. If you feel you need longer than 5 minutes with a particular teacher, we would ask that you speak with them on the night to request a follow-up appointment.

In addition, there will also be an opportunity to speak with Mr Ruming, Head of Year 7 and a member of staff from the SEN department during the evening.

How to Book an Appointment

The online booking system will be open for you to make appointments from **7am Thursday 21 March until 11pm Monday 1 April 2019**. Should you wish to make any changes after this date please contact the school office. The Booking System can be accessed via our school website, www.brookvalegroby.com. Go to the Parents section and click on "Progress Evenings".

Please Log-in with the following information:

Student's First Name

Student's Surname

*Student's Date of Birth
(in full i.e. dd/mm/yyyy)*

Once you have made your booking you will receive an email confirming your appointments. If you do not have access to the internet, please contact Lynette Fitzgibbon between 9.00am and 2.30pm or email lfitzgibbon@brookvalegroby.com to make appointments on your behalf.

Yours sincerely

Robert Coles
Headteacher



Parents' Guide for Booking Appointments

Please go to our campus website: www.brookvalegroby.com

Click on 'Parents' then 'Progress Evenings'

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 you.

Please use your child's "preferred" forename as notified to the school

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.

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

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 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.

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





01:52 Please confirm your appointments within 2 minutes

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 |
|-------|--------------|---------|-----------|------|
| 17:30 | Mr J Brown | Ben | SENCO | A2 |
| 17:50 | Miss B Patel | Andrew | Class 10E | H3 |

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

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.

Add Appointment ✕

Confirm appointment with Miss B Patel at 16:30.

Add a message for Miss B Patel:

I would like information on getting the most out of Andrew's homework assignments.

Save

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.

Home
My Bookings
Send Feedback
Sign Out

Your appointments have been saved and an email has been sent confirming your appointments.

Primary School Parents' Evening Thursday, 16th March

2 appointments from 17:30 to 18:00

Print Amend Bookings

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.

| | Teacher | Student | Subject | Room |
|-------|--------------|---------|-----------|------|
| 17:30 | Mr J Brown | Ben | SENCO | A2 |
| 17:50 | Miss B Patel | Andrew | Class 10E | H3 |

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*.

