

20th January 2017

Dear Parent,

Re: Year 8 & 9 Academic Review Day

I would like to invite you to attend our Year 8 & 9 Academic Review Day on Thursday 9th February. This is an important opportunity for you and your child to meet with subject teachers.

We have moved to an Academic Review Day rather than a Parents' Evening event in order to maximise the number of appointment times available for you to meet with your child's teachers and to enable as many families as possible to attend. The appointments will allow you to have discussions about your child's progress and any areas for improvement. Careful planning has gone into the calendar, including moving some inset days to evening sessions, so that all students have the same number of learning days and no lesson time is lost due to school closure on this day. We expect all students to attend with their families and thank you for your support.

The school has introduced a new and easy to use online booking system to help you arrange your appointments. This allows you to choose your own appointment times with teachers. You will receive an email confirming your appointments once you have completed the booking process. We are confident this will be an improvement to the previous appointment system and welcome any feedback that you may have.

Appointments can be made from now until 7th February after which time the booking window will close. Should you wish to make any changes after the closing date please contact the school office.

Each appointment has been set to 5 minutes and, as we have such large cohorts in Years 8 & 9, it is important that we keep to appointment times. Appointments can be booked from 8.10am to 6.45pm. Should you wish to discuss a subject in depth please do not hesitate to contact the subject teacher by email to arrange a suitable time for a further meeting.

If your child has a SEND need please make an appointment with Mrs Taylor. If you would like a meeting with your child's Year Leader please make appointments with: Mr Presland (Year 8) and Miss Hearn (Year 9). If you would like additional advice regarding your child's options you will be able to book in with a member of the Senior team. Connexions staff will also be available, no appointment necessary.

Please visit <https://marriotts.parentseveningsystem.co.uk> to book your appointments, or go to our school website and follow the link. (A short guide on how to add appointments is included with this letter). You will need to Login using the details below:

- Parent Title:
- Parent First Name:
- Parent Surname:
- Student First Name:
- Student Surname:
- Date of Birth: (please enter in this format dd/mm/yyyy)

If you do not have access to the internet or are experiencing difficulties with this new system, please contact the school office who will be happy to add appointments on your behalf.

We really look forward to seeing all parents and would like to thank you for your ongoing support.

Yours sincerely



Ms B Honnor
Headteacher



☎ 01438 726999

✉ admin@marriotts.herts.sch.uk

www.marriotts.herts.sch.uk

Marriotts School | Brittain Way | Stevenage | Herts | SG2 8UT



In Partnership with:



Parents' Guide for Booking Appointments

Browse to <https://Marriotts.parentseveningsystem.co.uk/>

 <p>Marriotts</p> <p>Parents' Evening System</p> <p>Welcome to the Marriotts parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.</p> <p>Your Details</p> <p>Title: <input type="text" value="Mr"/> First Name: <input type="text" value="John"/> Surname: <input type="text" value="Smith"/></p> <p>Email Address: <input type="text" value="j.smith@hotmail.com"/> Confirm Email Address: <input type="text" value="j.smith@hotmail.com"/></p> <p>Child's Details</p> <p>First Name: <input type="text" value="Jessie"/> Surname: <input type="text" value="Smith"/> DoB (dd/mm/yyyy): <input type="text" value="22/02/2002"/></p> <p>Login & Continue</p> <p>Administrator Login Teacher Login</p>	<h2>Step 1: Login</h2> <p>Please fill out all the details on the page as stated in your letter. Email confirmation of your appointments will be sent to you once you have completed the bookings.</p>																																																																																				
<p>Select a parents' evening to add appointments:</p> <div style="border: 1px solid #ccc; padding: 5px;">  <p>Parents' Evening</p> <p>This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.</p> <p>Date: 24/01/2013 Time: 16:00 - 20:30</p> <p style="text-align: right;">Continue</p> </div>	<h2>Step 2: Select Parents' Evening</h2> <p>Click the green tick to select the parents' evening you want to make appointments for.</p>																																																																																				
<p>Choose Teachers</p> <p>Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the <input type="checkbox"/>. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Mr J Atkinson - English <input checked="" type="checkbox"/> Ms J Estaphan - French <input checked="" type="checkbox"/> Mr C Hughes - Res Materials <input checked="" type="checkbox"/> Mr K Jacobs - Geography <input type="checkbox"/> Mr M Lubbock - Class 9A <input checked="" type="checkbox"/> Dr R McNamara - French <input checked="" type="checkbox"/> Dr R McNamara - German <input type="checkbox"/> Dr S Alilandad - Science <input checked="" type="checkbox"/> Mrs D Mumford - Mathematics <input checked="" type="checkbox"/> Mr V Stockill - PSE <input checked="" type="checkbox"/> Miss J Young - Physical Ed <p>Continue to Book Appointments Cancel</p>	<h2>Step 3: Choose Teachers</h2> <p>Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.</p> <p>Click on the Continue button to proceed.</p>																																																																																				
<p>Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Time</th> <th>Mr J Atkinson - English (E5)</th> <th>Mr A Gray - French (L2)</th> <th>Mr A Pinkney - Geography (H5)</th> <th>Mr K Jacobs - History (H6)</th> <th>Mrs L Vernon - Mathematics (M4)</th> </tr> </thead> <tbody> <tr> <td>16:00</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> <td>No Appointment</td> </tr> <tr> <td>16:05</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:10</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:15</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:20</td> <td>Busy</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:25</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:30</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:35</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:40</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:45</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:50</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>16:55</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> <tr> <td>17:00</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> <td>Book</td> </tr> </tbody> </table> <p>Confirm & Add Message</p> <p>Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:</p> <p><input type="text" value="I would like to discuss how Sarah's can improve on her recent test results."/></p> <p>65 characters left</p> <p>Add Appointment Cancel</p>	Time	Mr J Atkinson - English (E5)	Mr A Gray - French (L2)	Mr A Pinkney - Geography (H5)	Mr K Jacobs - History (H6)	Mrs L Vernon - Mathematics (M4)	16:00	No Appointment	16:05	Book	16:10	Book	16:15	Book	16:20	Busy	Book	Book	Book	Book	16:25	Book	16:30	Book	16:35	Book	16:40	Book	Book	Book	Book	Book	16:45	Book	16:50	Book	16:55	Book	17:00	Book	<h2>Step 4: Book Appointments</h2> <p>Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.</p> <p>After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.</p>																																												
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<p>All Finished!</p> <p>Your appointments have been saved and an email has been sent confirming your appointments.</p> <p>Changed Your Mind?</p> <p>To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure</p> <p>What's Next?</p> <p>View/Print Appointments Send Feedback Logout</p>	<h2>Step 5: Finished</h2> <p>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".</p>																																																																																				
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