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

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In Partnership with:

University of Hertfordshire UH

Parents' Guide for Booking Appointments
Browse to https://Marriotts.parentseveningsystem.co.uk/

Step 1: Login

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.

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Step 3: Choose Teachers

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.

Click on the Continue button to proceed.

Step 4: Book Appointments

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.

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.

Step 5: 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".

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.