



# Thornhill Academy

Head Teacher: **Mr I Redford**  
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Parent/Carer of <<ChosenName>> <<Surname>> (<<reg>>)  
<<AddBlock>>

Tuesday, 13 March 2018

Dear Parent/Carer

I would like to invite you to visit school on Wednesday 25<sup>th</sup> April between 3:00pm and 6:30pm for our Year 10 Parents' Meeting.

The parents' meeting is to discuss progress with subject teachers and to assist you in understanding what <<Forename>> has to do in order to be successful. Senior staff will also be available throughout the meeting. Please note that all appointments will take place in the Main Hall.

We are continuing to use an online appointment booking system for this Parents' Meeting. This allows you to choose your own appointment times with teachers, notify the teacher of any concerns or discussion points in advance and you will receive an e-mail confirming your appointments.

The system will only succeed if you attend discussions with the appropriate teacher at the times indicated on your appointment sheet. Pupils are allowed to accompany parents, but they may be excluded from some discussions at the discretion of the teacher and/or parent; it is not appropriate for other members of the family to attend.

**Appointments can be made from today until Monday 23<sup>rd</sup> April at 23:55.** Should you wish to make any changes after this date, or need to cancel any appointments, please contact the Exam Office on 0191 553 7735.

Please visit <https://thornhillacademy.parentseveningsystem.co.uk> to book your appointments, a brief user guide is included overleaf.

Each parent registered in our system has a unique login code. If multiple parents are listed please only make one set of appointments, unless parents are attending separately:

Parent Name:	Login Code:	Student date of birth:
<<Result:PES - C1 Name - R>>	<<Result:PES - C1 Login Code - R>>	<<DoB>>
<<Result:PES - C2 Name - R>>	<<Result:PES - C2 Login Code - R>>	

If you do not have access to the internet or you experience any difficulties, please contact the Exam Office on 0191 553 7735 and we will be happy to add appointments on your behalf.

You will receive a copy of all your appointments upon arrival to the Parents' Meeting.

**Please also bring with you to the parents' meeting <<Forename>>'s passport or birth certificate so that we can verify <<his>> legal name in preparation for their GCSE examinations.**

I look forward to welcoming you to this important event.

Yours sincerely

Ms N. Luke  
Deputy Head Teacher

# Parents' Guide for Booking Appointments

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

## Step 1: Login

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. Enter your unique login code found in the letter. Click on the date you wish to book. If you are unable to make all of the dates listed? Click *I'm unable to attend*.

## Step 2: 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 3: 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.**

	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

## Step 4a (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 4b).

## Step 4b (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 5: 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*.