



Fulford School

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Dear Parent/Carer

17 January 2019

Year 8 Parents' Evening 8H Tuesday 4th February 4.30pm-7pm

I would like to invite you to Year 8H Parents' Evening, where you will have the opportunity to talk with your child's teachers. The parents' evening for year 8 has been split into two halves in order to enable as many parents as possible to make appointments with teachers. **This evening is for the students who are in the 8H half.**

The Parents' Evening involves an online booking system, enabling you to reserve specific time slots with teachers. [Where parents are separated, we would ask that, where possible, each child only has one appointment with each teacher and we would appreciate it if you could decide how best to approach this.](#)

In order to make appointments you will need to log onto the website: <https://fulfordschool.parentseveningsystem.co.uk> (link on the school website) and enter the appropriate information in order to login. Please ensure that the information is entered carefully as failure to do this may result in you being unable to login. Please refer to the attached instructions for further details regarding the booking system.

You will then be able to book five minute slots with staff who teach your child. When booking your appointments we would advise you to leave a gap between appointments if possible.

Once you have completed your appointment bookings you will receive an email confirmation with the time and appointment details. If needed you can login again to add additional appointments or edit previous appointments you have made should you wish to do so. Please note that whilst the system will only give you the option to make an appointment with either your son's/daughter's French or Spanish teacher, this teacher will be able to give you information relating to their progress in both languages.

You will be able to make appointments from **7am on Tuesday 21st January**. The **deadline** for making appointments is **10am on Friday 31st January**.

Please note that unfortunately this is a first come, first served process and, as a result of the fact that a small number of teachers have more than one class in the 8H half, it might not be possible for you to make appointments with all of your son's/daughter's teachers.

If you have any difficulty in making appointments please contact the school office on 01904 633300.

Yours faithfully

Mr A Rosie

Assistant Headteacher

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

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.

Please note that the details you enter here must match those we have on the school records for your son/daughter.

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 all of the dates listed? Click *I'm unable to attend*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

- Mr J Brown (SENCO (A2))
- Mrs A Wheeler (Class 11A)
- Miss B Patel (Class 10E (H3))

Continue to Book Appointments

Step 3: Choose Teachers

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

	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
16:30	⊖	✓	⊖
16:40			
16:50	+		+
17:00	+		+

Step 4: 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.

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.

My Bookings

Teacher	Student	Subject	Room
Mr J Brown	Ben	SENCO	02
Miss B Patel	Ben	Maths	01
Mrs A Wheeler	Ben	Maths	01
Mr J Brown	Ben	Maths	01
Miss B Patel	Ben	Maths	01
Mrs A Wheeler	Ben	Maths	01
Mr J Brown	Ben	Maths	01
Miss B Patel	Ben	Maths	01
Mrs A Wheeler	Ben	Maths	01

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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



South York
MULTI-ACADEMY TRUST

The South York Multi-Academy Trust.

Registered address: Fulfordgate, Heslington Lane, Fulford, York YO10 4FY.

A charitable company limited guarantee registered in England and Wales.

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