



Our Ref:KMT/NCD

26 March 2012

Dear Parent/Carer

Year 7 Parents' Consultation Evening Wednesday 25 April 2012

I am writing to invite you to meet your son's /daughter's subject teachers and to discuss his/her progress.

Members of staff will be present from 4.30 pm to 7.00 pm on Wednesday 25 April. For this Parents' Evening, we are using our **on-line booking system**. Once you have decided which teachers you wish to see, please use the instructions on the next page to access the system. We hope that this will make the process easier for you.

If you are unable to access or use the online system, please ask your son/daughter to contact Mrs Nicola Darbyshire in the Transition office with the names of the subject teachers you would like to see. Alternatively, you can contact Mrs Nicola Darbyshire yourself on 01480 375700 Ext. 5766 and she will make appointments for you. If you are unable to make an appointment with a teacher or teachers because there are no available slots, please contact the teacher directly via e-mail or telephone to discuss your child's progress.

Signing in

In the past staff have been uncertain whether parents are present during the evening. To solve this, on arrival please report to the **History Area, in Middle School** and tick off your name on the sign-in lists. There will also be a notice indicating if any teachers are absent through illness.

Keeping moving

You may make up to eight, 5 minute appointments, with a **5-minute gap** in between to allow for movement around the buildings. It would be much appreciated if teachers and parents could keep their conversations concise so that the schedule can be followed as closely as possible. At the same time I would ask everybody to be as co-operative, understanding and patient as possible. If a serious concern emerges during a conversation, a teacher will always be pleased to arrange to see you on a separate occasion to examine the issue in greater depth. Ms Lorraine Cunningham, Assistant Head of Achievement, will also be available if you wish to discuss a particular issue with her.

Finding your way

The Middle School will be clearly signposted to guide you to the interview rooms. A map of the Middle School, (to help you find the rooms in which the teachers will be available to meet you), can be found on page 22 of the student planner.

I hope that you will be able to meet your son/daughter's teachers in order to celebrate their success and/or identify any problems which may be solved through early action.

Yours faithfully

Mrs Kate Tandy
Transition Manager
Telephone 01480 375700 extension 5766
Email transition@hinchbk.cambs.sch.uk

On-line Booking System

To log onto the system, please go to the school website
www.Hinchingbrookeschool.net

And click on the link for Year 7 parents evening or enter
<https://parents-booking.netmedia.co.uk/hinchingbrooke>

then

Click on ***Please Enter Your Details Here***

Fill in the boxes on the pop up. When done press ***Save***

Next

Click on ***Year 7 Parents Evening*** and follow the instructions on the page to make appointments with your son/daughters teachers

On the pop up add what, if anything, you wish to discuss and click on ***Make Booking***. If you do not want to add anything just click on ***Make Booking***

If you wish to cancel a booking click on the relevant box then click on the ***Cancel A Booking*** at the top of the page

When you have finished making all of your appointments you can either email or print them.

Ensure you enable ***Allow Pop-ups***

Once completed close the window.

This is a new system which I hope will make things easier for you

If you have any problems please contact the school either by phone on **01480 375700 Ext 5766** or email parentevenings@hinchbk.cambs.sch.uk and we will get back to you.