



Our Ref: JH/SSW

6th December 2012

Dear Parent/Carer

Year 11 Parents' Consultation Evening Tuesday 8th January 2013

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 Tuesday 8th January. For this Parents' Evening, we are using the **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 new 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 Sam Bray in Student Reception with the names of the subject teachers you would like to see. Alternatively, you can contact Sam Bray yourself on 01480 375700 Ext. 5702 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. John Norris, Assistant Principal will also be available if you wish to discuss a particular issue with him.

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 19 of the student planner.

As the new term commences for year 11, I hope that you will be able to meet your son/daughter's teachers in order to celebrate their success and/ identify any areas for development ahead of their GCSE exams.

Please confirm your intention to attend by either emailing sab@hinchbk.cambs.sch.uk or by sending the reply slip below to Sam Bray in Student Reception.

Yours faithfully,

Jackie Hodgson
Key Stage 4 Manager

Year 11 Parents' Evening Reply Slip

Please return to Sam Bray in Student Reception **by 19th December 2012**

Student's name:..... **Form:**

I/we will/will not be attending the year 11 Parents' Consultation Evening on the 8th January 2013

Signature:.....

✂ please cut

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 11 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 11 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.

If you have any problems please contact the school either by phone on **01480 375700 Ext 5702** or email parentevenings@hinchbk.cambs.sch.uk and we will get back to you.