



Headteacher
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Sandhurst School

the opportunity to succeed

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19th October 2017

Dear Parent/Carer

Re: Year 11 Subject Evening

I would like to invite you to attend our Parents' Evening on **2nd November 2017**. As you are aware your son/daughter is in their final year of their GCSE's and this evening provides you with an opportunity to meet with subject staff. I believe that at this very important time in their education it is vital that parents, staff and students discuss how your child is progressing towards achieving their potential in the summer. In order to achieve this, I highly recommend that your son/daughter attends with you to ensure there is an effective conversation.

Please use the online appointment booking system to arrange your appointments. This allows you to choose your own appointment times with teachers and you will receive a confirmation email confirming your appointments. Appointments can be made from today and will close on 2nd November 2015 at 3 pm. Should you wish to make any changes after this date please contact the school reception.

Please visit <https://sandhurst.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to login and add appointments is included with this letter.) If you do not have access to the internet, please contact the school reception who will be happy to inform subject staff who will make appointments with your child.

On the evening we will also be giving out the examinations timetable for the Pre Public Examinations (PPE's), these exams will be run in the same way as the exams they will be sitting in the summer with every student sitting an exam for every subject they study. The results of these exams will help staff to accurately predict students' grades, which will have a direct impact on sixth form applications and course selection. The experience of sitting examinations is very important so that students are not only use to the process of sitting examinations in the hall and producing their best work, but also have spent time revising and preparing as best they can for them. This will benefit them greatly six months later when they sit their final examinations, where they will be in good habits, and more experienced at studying and revising effectively.

Thank you for your continued support, I am sure that by working together, the remaining two terms before the GCSE exams will prove beneficial.

If you have any concerns, please do not hesitate to contact me or your child's tutor.

Yours sincerely

Mr B Laws
Assistant Headteacher



Would you prefer to receive your letters by Email? If so, please notify the school and provide us with your Email address

Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Cartside High School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title: Mr | First Name: John | Surname: Smith

Email Address: john.smith@gmail.com | Phone Number: 01254 454871

Child's Details

First Name: Sarah | Surname: Smith | Registration Class: 7D3

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

You will need to fill in the following fields to login:

- **Your Surname
- **Your Email Address
- **Child's First Name
- **Child's Surname
- ** Child's DoB eg: 01/01/2000

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) | [Send Feedback](#) | [Book Appointments for Another Child](#) | [Logout](#)

Step 2: Select Parents' Evening

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

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Continue

Date: 24/01/2013 | Time: 16:00 - 20:30

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr A Gray
<input checked="" type="checkbox"/>	Geography	Mr A Pinkney
<input checked="" type="checkbox"/>	History	Mr K Jacobs
<input checked="" type="checkbox"/>	Mathematics	Mrs L Vernon
<input checked="" type="checkbox"/>	Physical Ed	Mrs E Paton
<input checked="" type="checkbox"/>	Science	Ms J Estaphan

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**.

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

Step 4: Make 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

After booking all your appointments you have an opportunity to send feedback to the school. To book appointments for another child, please click the link to complete this process again.

Home | **Appointments**

[Print Appointments](#)

Select Evening

Parents' Evening
24/01/2013

Your Appointments

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. 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.