



Headteacher
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Sandhurst School

the opportunity to succeed

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11th January 2018

Dear Parent/Carer

Year 7 Subject Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Thursday 25th January 2018**. This is the first opportunity for you to meet subject staff in order to discuss your child's progress over the first term and strategies to support them in reaching their full potential. These conversations are most productive when the parents, teacher and students are all involved so I would suggest that if this is possible for you it can be most effective.

The school has an online appointment booking system to allow you to choose your own appointment times with teachers, you will receive an email confirming your appointments.

Appointments can be made any time from now until Thursday 25th January 2018 at 3 pm. I would recommend that the sooner you book the appointments the better as staff will get very busy. Should you wish to make any changes after this time 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).

During the evening sixth form students will be selling refreshments to raise money towards the schools "Reaching Rwanda" campaign.

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. Any problems please contact 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.parenteveningsystem.co.uk/>

Your Details

Title	First Name	Surname
Mr	John	Smith

Email

john.smith@gmail.com	Confirm Email
john.smith@gmail.com	john.smith@gmail.com

Student's Details

First Name	Surname	Date of Birth
Sarah	Smith	1 January 2010

Log In

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

Year 7 Parents Evening

This parents evening is for all students in Year 7. This evening gives parents and students the opportunity to discuss the progress that students are making since joining the school in September.

Click a date to continue

Thursday, 25th January
Open for bookings

[I'm unable to attend](#)

Year 10 Subject Evening

Opens one month from now

This subject evening is for all pupils and parents in year 10 to discuss pupil progress since starting Key Stage 4.

Thursday, 15th March
Not yet open for bookings

Step 2: Select Parents' Evening

Click the date of the evening to select the parents' evening you want to make appointments for.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Choose Booking Method

Select how you'd like to book your appointments and click 'Next' to proceed.

Choose Teachers

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

<input checked="" type="checkbox"/> Mr M Bell Pe	<input checked="" type="checkbox"/> Mrs F Blackmore Ph	<input checked="" type="checkbox"/> Miss N Callan Ma
<input checked="" type="checkbox"/> Mr J Heslop Ch	<input checked="" type="checkbox"/> Mrs A Hooper History	<input checked="" type="checkbox"/> Ms D Niven Bs
<input checked="" type="checkbox"/> Mr S Stella En	<input checked="" type="checkbox"/> Miss N Webb Bi	

Continue to Book Appointments

Step 4: Choose Teachers

All teachers will be selected automatically, remove the tick from any teachers who you do not wish to make an appointment with.

Step 5: Book Appointments

	Mr M Bell Pe Chloe Haverley	Mrs F Blackmore Ph Chloe Haverley	Miss N Callan Ma Chloe Haverley
16:00		+	+
16:05	+	+	+
16:10	+	+	+
16:15		+	+



There are 7 appointments still to book

When you've finished, to save your appointments and send an email confirmation please [click here](#).

Click on the appointment slot to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on “click here” in the blue box at the top of the page to send the confirmation email. 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.

Viewing/Editing/Printing Appointments

Click the “My Bookings” tab to view, change or print your appointments. There is a link at the bottom of your confirmation email which logs you back into the system.

Please bring a print out of your appointment times to the parents' evening.