



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

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22<sup>nd</sup> November 2018

Dear Parent/Carer

## Re: Year 10 Subject Evening

I would like to invite you to attend our Parents' Evening on Thursday 6<sup>th</sup> December 2018. As you are aware your son/daughter is in the first year of their GCSEs and this evening provides you with an opportunity to meet with subject staff. It is very important parents, staff and students have an opportunity to discuss progress since your child started the courses in September. It would also be a really useful time to find out what is coming up in terms of assignments and controlled assessments for the remainder of the year and how you can support your child to achieve their best. I recommend that your son/daughter attends the appointments with you to make the conversation most effective.

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 6<sup>th</sup> December 2018 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.

If you have any concerns, please don't 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 [dropdown] 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.

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.

English - Mr J Atkinson

French - Mr A Gray

Geography - Mr A Pinkney

History - Mr K Jacobs

Mathematics - Mrs L Vernon

Physical Ed - Mrs E Paton

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.