



Headteacher  
Debbie Smith B.Ed, NPQH

# Sandhurst School

the opportunity to succeed

Owlsmoor Road, Owlsmoor, Sandhurst, Berkshire GU47 0SD

Tel: (01344)775678

Website: [www.sandhurst.bracknell-forest.sch.uk](http://www.sandhurst.bracknell-forest.sch.uk)

E.mail: [admin@sandhurst.bracknell-forest.sch.uk](mailto:admin@sandhurst.bracknell-forest.sch.uk)

7<sup>th</sup> January 2019

Dear Parent/Carer

## Re: Year 9 Subject Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Thursday 17<sup>th</sup> January 2019**. This is an important evening for you and your child as it provides you with an opportunity to meet with your child's subject teachers. They will be able to discuss with you your child's progress towards target and strategies to support them in doing their best. As you are aware your child will be completing their options form over the next few weeks and this will give you both a great opportunity to discuss the suitability of courses at KS4 with subject staff. Subject teachers of courses that are not currently taught in year 9 but are offered at GCSE will be available to discuss the courses if you wish to book appointments with these staff. Members of the Senior Leadership team will also be available in the reception area to help answer any questions.

It is highly recommended that your child attends with you as the conversations with staff are most effective when all parties are included.

The school is continuing to use the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. I would recommend that the sooner you book the appointments the better as staff will get very busy. It is particularly important to see the staff from subject that your child is considering taking next year.

Appointments can be made from today and will close on Thursday 17<sup>th</sup> January 2019 at 3 pm. 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.)

If you do not have access to the internet, please contact the school reception staff who will be happy to inform subject staff who will make appointments with your child.

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.