



February 2017

Dear Parent/Carer

Year 12 Parents' Consultation Evening

You are most warmly invited to a Parents' Consultation Evening for Year 12 students at the Sixth Form Centre between 2.30pm and 6.00pm on Monday 20th March 2017. You will be able to meet your child's subject tutors, as well as Mr M Atkins, Associate Leader for Post-16 and Mr G Conlon KS5 Leader for Pastoral and Student Support. A representative for Sixth Form Careers will also be attending to give advice on employment and Higher Education. Please make an appointment to see her through the booking system. Please note that parking is very limited at the Sixth Form Centre.

When we hold Parents' Consultation evenings, the pattern of the school day changes. The reason for this is to allow more time for appointments. The appointment times start at 2.30pm and, therefore, the school day will start early at 8.30am and finish early at 2.30pm.

Although only Year 12 students will be involved in this Parents' Consultation Evening, all students will start and finish the school day as above.

Appointments to see the teachers can be made via the online booking system. The system will allow you to book an appointment with the appropriate members of staff, checking their availability. The system is accessed by the student through the school intranet, using the instructions overleaf. The appointment booking system will be open on Monday 20th February 2017.

Please ensure that you bring your appointment schedule to the consultation evening. We look forward to seeing you on 20th March.

Yours faithfully

Mr M Atkins FRGS
Associate Leader for Post-16

Overleaf: instructions for online booking system

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MAKING AN APPOINTMENT FOR PARENTS' CONSULTATION EVENING

1 As a student, log on to the Intranet and in the quicklinks section click on:



2 Select Teacher/Subject

< PCE Home

Year 11 Parent Consultation - Tue 25th September 2012

Times	Caspar Tynan's Appointments			Business Studies - Mr J Bestwick [JBE]
14:50				Book Appointment
15:00	Mr B Slade [BSL]	History	RM500	
15:10				Book Appointment
15:20				Book Appointment
15:30				Book Appointment
15:40				Book Appointment
15:50				Book Appointment

3 Click to book appointment

Student's appointments are listed here

How do I delete/move an appointment?

You need to contact the member of staff who can delete and re-book the appointment.

Book Appointment [X]

Student: Caspar Tynan
 Teacher: Mr J Bestwick [JBE]
 Subject: Business Studies [v]
 Time: 15:20:00

4 [Book Appointment] [Cancel]