

QUEEN ELIZABETH'S GRAMMAR SCHOOL

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October 2017

Dear Parent/Carer

Year 13 Parents' Consultation Evening

You are most warmly invited to a Parents' Consultation Evening for Year 13 students at the Sixth Form Centre between 3.00pm and 6.00pm on Tuesday 10th October 2017. You will be able to see your child's subject tutors, as well as myself, Assistant Headteacher. A representative from Careers will be available to give advice on employment and Higher Education. 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 3.00pm and, therefore, the school day will start early at 8.30am and finish early at 2.00pm.

Although only Year 13 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 academy intranet, using the instructions overleaf. The appointment booking system is now open.

Please ensure that you bring your appointment schedule to the consultation evening; we hope you will find this system more efficient and look forward to seeing you on 10th October.

Yours faithfully

Mr M Atkins, FRGS
Assistant Headteacher

Overleaf: instructions for online booking system

MAKING AN APPOINTMENT FOR PARENTS' CONSULTATION EVENING

1 As a student, log on to the Intranet and in the quicklinks section click on: [PCE Appointments](#)

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
 Time: 15:20:00

4 Book Appointment Cancel