Our Ref: 2016/015/CVR/Saf

26 September 2016

Dear Parent/Carer

Year 10 Parents' Evening Thursday 13 October - Online Appointment Booking

You will know by now that we have decided to introduce Parents' Evenings to give parents the opportunity to meet all their child's Learning Tutors.

I would like to invite you to attend our Year 10 Parents' Evening on Thursday 13 October 2016. This important evening provides you with an opportunity to meet your child's Learning Tutors early on into their GCSE and BTEC courses and find out what they should be revising for their first assessment window.

The Academy has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with Learning Tutors and you will then receive an email confirming your appointments. We are confident this will be a worthwhile system and welcome any feedback.

Appointments for the evening can be made on the online appointment system. Please visit https://lfamington.parentseveningsystem.co.uk to book your appointments. (A short guide on how to add appointments is included with this letter). The system is live now but will close on Wednesday 12 October, 8pm. Should you wish to make any changes after this date please contact the Academy office.

If you do not have access to the internet, please contact Mrs Farley, who works in the Academy office, who will be happy to add appointments on your behalf, however this may lead to some inconvenient times being appointed to you.

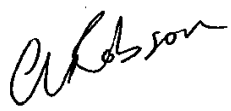
Please note the 5 minute appointments take place between the between the hours of 5pm and 8pm. You do not have to make appointments to see all your child's Learning Tutors. If appointments are filled quickly, you can see any Learning Tutor from 8pm onwards without an appointment via a queuing system.

If your child studies ICT, you cannot make online appointments. However the ICT tutor, Mrs Hibbard, is available on the evening via first come first served basis.

Also available on this evening is Mrs Rudd, the Academy's careers advisor and Mrs Minchin, the Academy SENCO. Appointments are not required to meet these members of staff. Furthermore, Mr Robson, Principal, and myself are available all evening to answer any queries you may have.

We look forward to seeing you on Thursday 13 October.

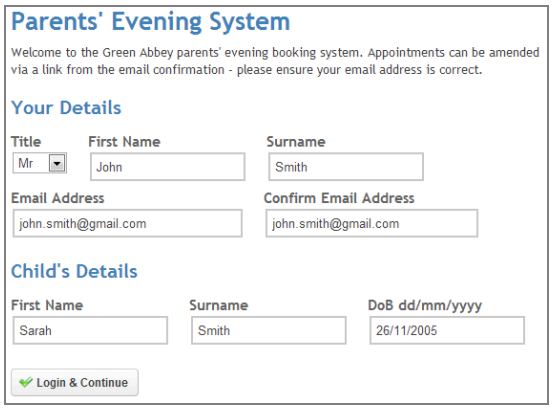
Yours sincerely



Mrs C Robson
Vice Principal

Parents' Guide for Booking Appointments

Browse to https://lfamington.parentseveningsystem.co.uk/



Step 1: Login

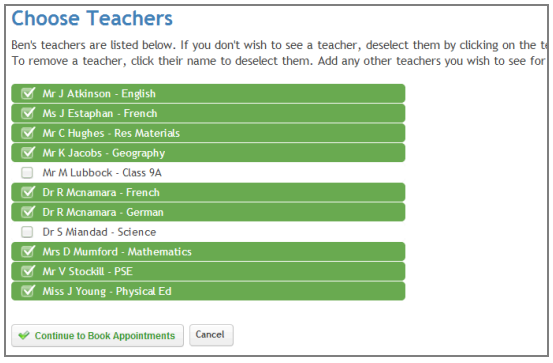
Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

The log in requires your child's Date of birth – eg: 26/11/2005

Step 2: Select Parents' Evening

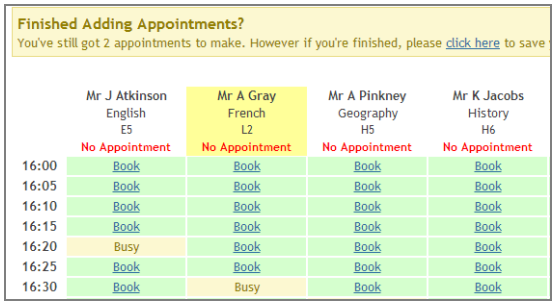
Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Choose Learning Tutors

Your child's learning tutors (teachers) will appear. Ensure the learning tutors you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

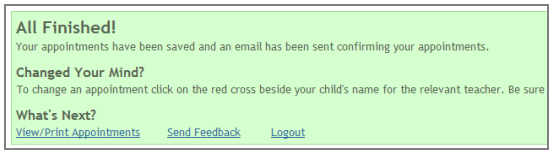
Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the learning tutor for the time you wish. Repeat this for all the learning tutors you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the Academy feedback about this system, click on "Send Feedback".

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the Learning Tutor 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.