




Dear Parent/Carer

Year 8 Parents' Evening Thursday 27 February 2020

You are invited to Tupton Hall School on Thursday 27 February to meet your son/daughter's subject teachers and discuss their progress. The meeting with teachers will operate on an appointment system and will start at 3.45 pm and end at approximately 6.30 pm. **This is an extremely important time for students in Year 8** in the run up to their options and I hope you with your son/daughter will be able to attend. Appointments need to be made with subject teachers via an online booking system which can be accessed via the school website.

To use the parents' evening booking system please see the guidance below:

- Click on the menu button in the top corner of the new website shown as three horizontal lines: ☰
- From this menu click the + symbol next to Parents to reveal more options then select Parents' Evenings.
- Click the online booking system link highlighted in blue.
- Enter the necessary information and finally your child's register class in the form similar to the examples shown below:
Yr 08 C1, Yr 08 G2, Yr 08 H3, Yr 08 K4, Yr 08 T5
(Please use your child's Year typing Yr 08 not just Y8, as well as leaving spaces before and after the 08).
- Click on log in.
- Click on the manual booking for Year 8 parents' evening and select your appointment time.

The 'Automated Booking' wizard will allow you to enter your availability and choose which teachers you want to see before returning with the most efficient way to see all these teachers. You can use the tabs at the top of the page to book for all your children at once too. This will make the booking process even quicker for parents with multiple children, lots of teachers to book or those who are late to book. Just look for this symbol: 

If you do not have access to a computer or the Internet, appointments can still be made by your child from a computer in school or with the help of their form tutor or Head of House. In this instance, please ensure that your child is aware of the times you are available to attend appointments.

Parking facilities are available on the school premises after 3.30 pm. If you decide to park on Station New Road, please keep clear of the private drives to avoid inconveniencing the local residents. Please note that parking is not available directly outside the school building except for disabled badge holders.

We look forward to seeing you on Thursday 27 February.

Yours faithfully

Mrs R Holland – Assistant Headteacher