

VIRTUAL PARENT & CARER'S EVENING
30th November and 9th December 2021
L3 (year 2) Level 2, Level 1/entry only

November 2021

Dear Parent/Carer,

You are being invited by the College to attend a Virtual Parent/Carers' event, on either the afternoon/evening of **Tuesday 30th November 3.30pm – 6.30pm or, Thursday 9th December 5.00pm – 8.00pm** to discuss your child's progress with subject teachers and Personal Progress Mentors. Due to Covid 19 and the positive feedback we received when we trialled the use of an online platform, this event will also take place virtually, you are therefore not required to attend in person.

We operate an online appointment system for this event. If you wish to participate, please follow the link below to log on to the system and make appointments with the staff you wish to see. The system will allow appointments of a maximum of seven minutes in length. You will receive an automatic email with a copy of the appointments, which will help you plan accordingly.

Please refer to the attachment for a guide on how to use the booking system which will be open from Friday 19th November at 3.30pm. Alternatively, we are happy to assist you in booking your appointment by telephoning 0116 2471147. We will require you to give your child's name, ID number, your name, your email address and telephone number.

Staff will make every effort to adhere strictly to appointments and we ask that you too co-operate in this respect. Issues which require lengthy discussions are not easily dealt with on evenings such as this, so if there is a need for a fuller discussion, we can arrange a further appointment at a more appropriate time. Appointments with Personal Progress Mentors (PPM's) can be made by calling either Holly, Jovita, Alisha, Lynn or Jayne on (0116) 247 1147

If you make appointments but are unable to attend on the day, please phone us on (0116) 247 1147 so that we can let staff know.

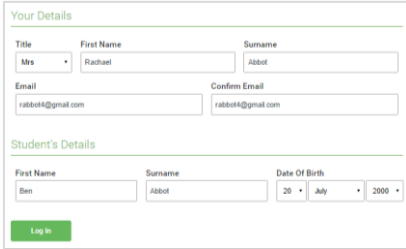
We look forward to seeing you on the **Tuesday 30th November or Thursday 9th December.**

Yours faithfully,



Mr Rakesh Naik and David Morgan
HEAD OF STUDIES

Parents' Guide for Booking



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

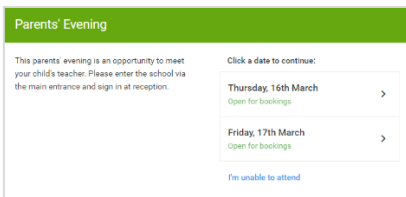
Log In

Step 1: Login

Browse to <https://wqe.parentseveningsystem.co.uk/>

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

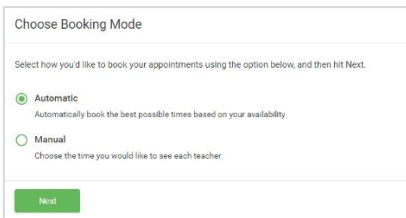
Friday, 17th March
Open for bookings

I'm unable to attend

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

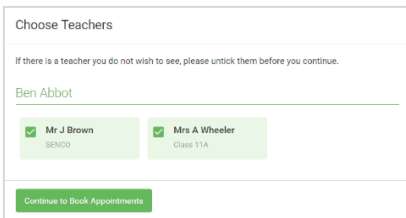
Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*. We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

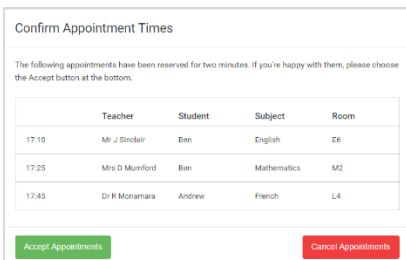
Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Munnford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



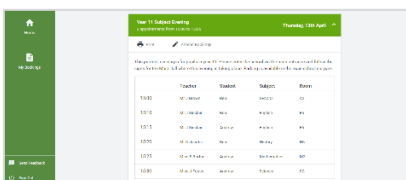
	Mr J Brown SENCO (A2)	Miss B Patel Class 10E (H3)	Mrs A Wheeler Class 11A (L1)
	Ben	Andrew	Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



My Bookings

View 10 Selected Evening Appointments

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Munnford	Ben	Mathematics	M2
17:45 Dr R Monamara	Andrew	French	L4

Print

Subscribe to Calendar

Amend Bookings

Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.