

VIRTUAL PARENT & CARER'S EVENING
21st November and 30th November 2023
L3 (year 2) Level 2, Level 1/entry only

November 2023

Dear Parent/Carer,

You are being invited by the College to attend a Virtual Parent/Carers' event, on either the afternoon/evening of **Tuesday 21st November 3.30pm – 6.30pm or, Thursday 30th November 5.00pm – 8.00pm** to discuss your child's progress with subject teachers. Following positive feedback from users, we have decided to continue using the online 'school cloud' system, you are therefore not required to attend in person.

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 eight minutes in length. You will receive an automatic email with a copy of the appointments and a link to connect you on the evening.

Please refer to the attachment for a guide on how to use the booking system which will open from Friday 10th November at 3.00pm. Alternatively, and in exceptional circumstances we are happy to assist you in booking your appointment by telephoning 0116 2471147 and speaking to Lynn, or Afnan. We will require you to give your child's name, ID number, your name, your email address and telephone number. **We can only use the parental email we currently have on our system, any updates to this information must be managed by the student with their PPM before we can make an appointment.**

Staff will make every effort to adhere strictly to appointments and we ask that you also 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.

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

We look forward to joining you on-line, on **Tuesday 21st November or Thursday 30th November.**

Yours faithfully,



Mr Rakesh Naik
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 Mumford	Ben	Mathematics	M2
17:45 Dr R Monama	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

Thursday, 16th April

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:35 Miss B Patel	Andrew	Maths	M2
16:40 Mrs A Wheeler	Ben	French	L4
16:50 Mr J Brown	Ben	Maths	M2
16:55 Mrs A Wheeler	Ben	French	L4
17:00 Miss B Patel	Andrew	Maths	M2

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*.