The Burgess Hill Academy
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Acting Headteacher: Phil Snelling

Our Ref: PSG/Y10 PCE

6 November 2026

Dear Parents and Carers,

RE: Year 10 Parents' Evening – Thursday 26 November 2026

As your Year 10 child begins their GCSE courses, we want to work closely with you to support them from the start. Parents' Evening is an opportunity for you to meet their subject teachers, hear what is going well and discuss any next steps together.

The evening will take place at school from 4.00pm to 7.00pm on Thursday 26 November 2026

These conversations are most helpful when students, families and teachers can share their perspectives and work together. If you are unable to attend for any reason, we would still expect your child to come to the evening independently and meet with their teachers.

Appointments can be booked through School Booking and last five minutes. If you have not used School Booking before, you will receive an email invitation on Friday 13 November to activate your account. If you have used it before, sign in with the email address you use for school correspondence. Bookings open on the afternoon of **Friday 20 November** and are available on a first-come, first-served basis. Please see the guide below for instructions.

If you need help accessing the system or do not have internet access, please contact office@theburgesshillacademy.org.uk. We will be happy to help or book appointments on your behalf.

Mrs Dorgan will be available in reception between 4.00pm and 6.00pm for any questions relating to work experience. No appointment necessary.

We look forward to seeing you then.

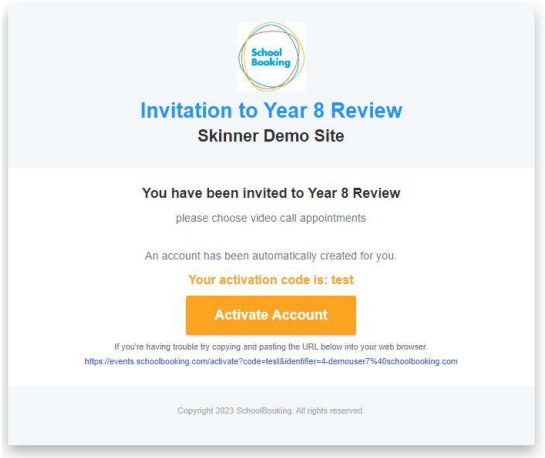
Yours faithfully,

Phil Snelling
Acting Headteacher

How to book an appointment

Step 1 – Activation Email & Login

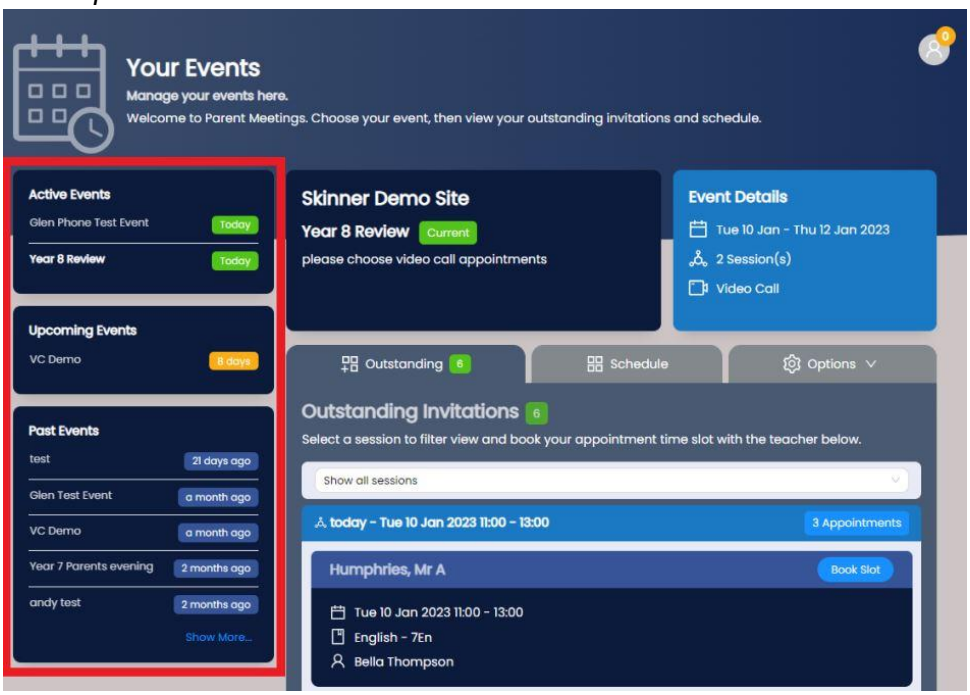
Use the link provided in your activation email. This will open your browser to https://parents.events.schoolbooking.com/
From here '**Activate**' your account and setup a new password.
Saving your new password will take you directly to the Events Dashboard (Step2)



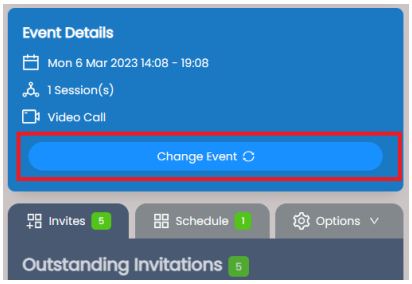
Step 2 – Select the Parent Meeting/Event

When you first login to Parent Meetings the next event will be selected automatically for you. You can change to another event if needed.

Desktop view

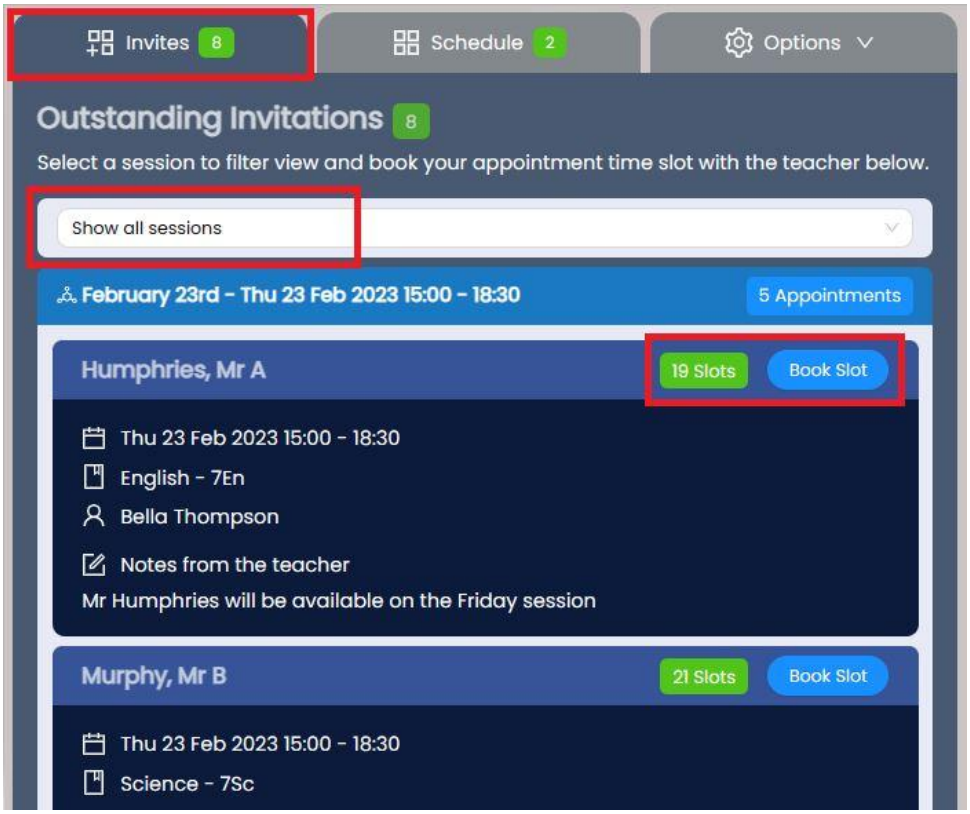


Mobile/Tablet view

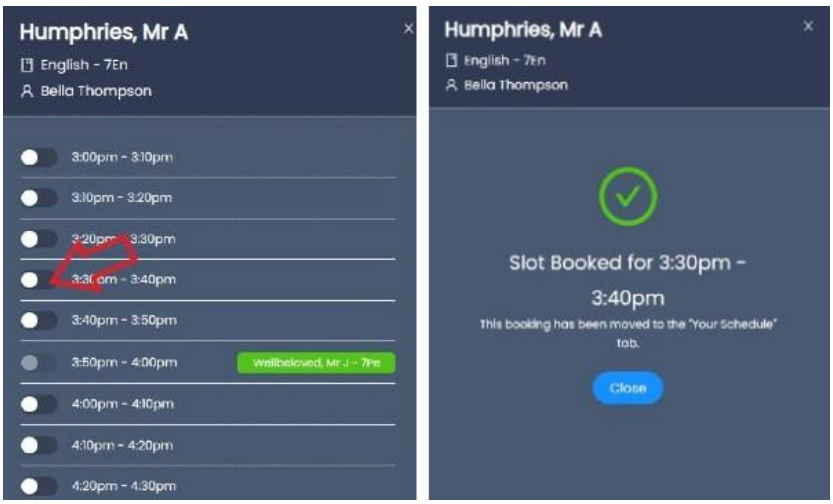


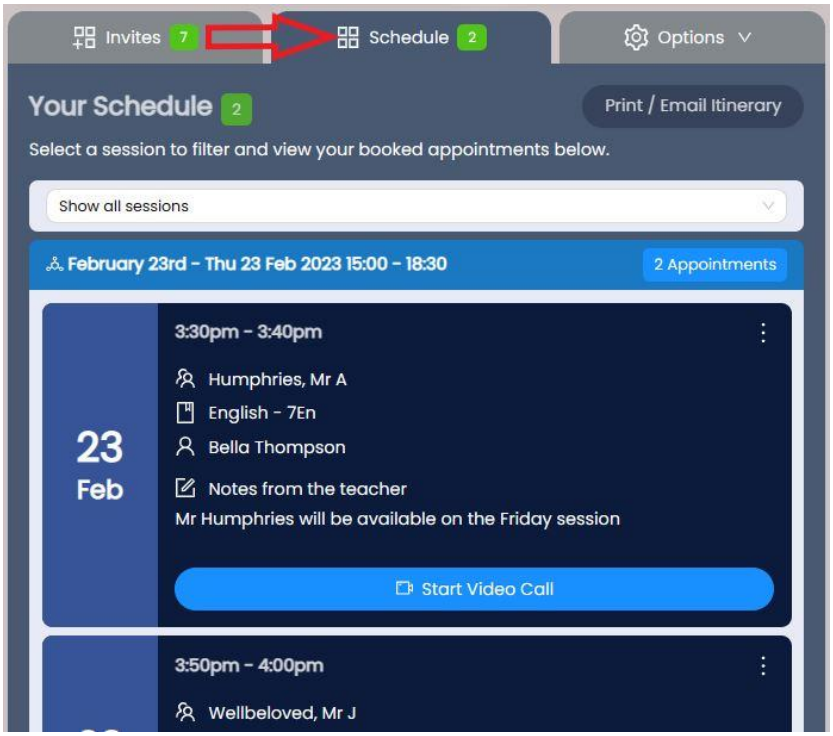
Step 3 – Choose the teachers/subjects and meeting times

Firstly, make sure you are viewing the correct Event (see Step 2). Choose the **Invites tab** to view your outstanding invitations. You will see a list of the available Teachers you can book with and the slots available. If your event has been setup by your school over a few different days, you can filter these 'sessions'. Choose from the available Teachers and select **'Book Slot'**



The available slots will be shown, along with any other bookings you have made so far. Select the time slot and you will see a confirmation and notification that your booking is now in **your schedule**.





Make sure you have booked a time for every teacher you want to see and then ***print or email your itinerary*** ready to bring with you on the day.

You will also receive a reminder email with a copy your itinerary the day before your Parent Meeting.

Step 4 – Install Web App for faster experience.

This is optional, but will make it easier for you to find and manage your appointments in the future. Available for most devices. See this guide for instructions.