

18 January 2022



Dear Parents / Carers

**Sixth Form Parents and Carers' Evening
Wednesday 26th January from 4 pm to 6 pm**

Due to positive feedback from parents last year we have taken the decision to move the Sixth Form evening to a virtual Parents and Carers' Evening on Wednesday 26th January.

This is an opportunity for you to speak to the subject teachers regarding your child's progress and to ensure that they are remaining on target.

If you would like to discuss anything other than subject specific progress please see below:

SEN Support: sen@hartsdown.org
Attendance: attendance@hartsdown.org
Pastoral Issues: ovendeh@hartsdown.org
Mental Health/WellBeing: willss@hartsdown.org

Please visit <https://hartsdown.parentseveningsystem.co.uk> to book your appointments. An instruction guide has been included in this letter to assist you when making bookings. You will be able to book your own appointment slots with your child's teacher and you will get confirmation of your bookings via email. If you do not have access to the internet, please contact the school office or the Head of Sixth Form.

We would like to take this opportunity to thank you for your continuing support and look forward to seeing you (virtually!) on the evening.

Yours faithfully

Mr H Ovenden
Head of Sixth Form

Education for an amazing life

Hartsdown Academy, George V Ave, Margate, CT9 5RET: 01843 227957 w: www.hartsdown.org e: info@hartsdown.org

Step 1: Login

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.

Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all of the dates listed? Click *I'm unable to attend*.

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.

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.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E5
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr B Monamara	Andrew	French	L4

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).

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.
You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.
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.

Teacher	Student	Subject	Room
15:00 Mr J Sinclair	Ben	SENCO	E5
15:10 Mr J Sinclair	Ben	English	E5
15:15 Mr J Sinclair	Andrew	English	E5
15:20 Mr J Sinclair	Ben	History	E5
15:25 Miss B Patel	Andrew	Mathematics	M2
15:30 Mrs A Wheeler	Andrew	Science	S2

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*.