





# Padgate Academy

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  padgateacademy

Principal: Mrs M Barclay Bsc (Hons) NPQH

17<sup>th</sup> January 2022

Dear Parent/Carer

## Y8 Virtual Parents Evening

We would like to invite you to join a virtual Parents Evening on **Thursday 27<sup>th</sup> January 2022**.

The purpose of the meeting is to give you the opportunity to meet with subject teachers to discuss the progress of your child and give you the chance to ask any questions.

Appointments for Parents Evening should be made through our online booking system via [www.padgateacademy.parentseveningsystem.co.uk](http://www.padgateacademy.parentseveningsystem.co.uk) There are instructions on the next page if you need support booking your appointment.

Your appointment can be booked between 4:00pm – 7:00pm.

We cannot stress how much we appreciate your continued engagement and support, we look forward to meeting with you on the evening.

This is a great opportunity for you to discuss your child's progress with their subject teachers. If you have any questions or require further details please do not hesitate to get in touch via [kmills@padgateacademy.co.uk](mailto:kmills@padgateacademy.co.uk)

Yours sincerely

Mrs K Mills  
Pastoral Leader year 8

Mr I Syed  
Vice Principal/Year 8 SLT Link

### 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
Mr J Sinclair	Ben	English	E6
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monanara	Andrew	French	L4

Buttons: 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).

### 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
Mr J Brown	Ben	English	E6
Miss B Patel	Andrew	Mathematics	M2
Mrs A Wheeler	Andrew	French	L4

### 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*.