



Padgate Academy

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Principal: Mrs M Barclay BSc (Hons) NPQH

Ref: JHA/MSI

16th September 2021

Dear Parent/Carer

Year 11 Parents Evening: Thursday 7th October 2021

It has been really pleasing to welcome back our year 11 students in their final year with us. In order to make sure we make the best possible start, we will be holding our first 11 parents' evening on Thursday 7th October 2021. Teachers will discuss how well your child has settled into year 11, what they need to do to improve their grades and how they will be supported on this journey.

This will be a face-to-face meeting and will take place in the Phoenix and Drama Studios from 4.00pm to 7.00pm accessed via the Leisure Centre entrance.

Bookings will take place through the Parents Evening Booking System. The PDF document attached explains how to book an appointment. If you have any problems with bookings, please contact Mr Lears, IT and Facilities Manager slears@padgateacademy.co.uk

This is a great opportunity for you to discuss your child's progress with their subject teachers. If you have any questions, cannot attend or require further details then please let me know via email jhawley@padgateacademy.co.uk

Yours faithfully

Mrs Jessica Hawley
Senior Lead for Student Intervention

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 2009

[Log In](#)

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.

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 all of the dates 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 McNamara	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).

Teacher	Student	Subject	Room
Mr J Brown (SENCO (A2))	Ben	English	E6
Miss B Patel (Class 10E (H3))	Andrew	Mathematics	M2
Mrs A Wheeler (Class 11A (L1))	Ben	French	L4

16:30: Miss B Patel (Class 10E (H3)) - Booked

16:40: Miss B Patel (Class 10E (H3)) - Booked

16:50: Mr J Brown (SENCO (A2)) - Available (+)

17:00: Mr J Brown (SENCO (A2)) - Available (+)

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.

My Bookings

Next 10 Selected Evening Appointments (10:00 - 10:00)

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
16:30 Mr J Brown	Ben	English	E6
16:40 Mr J Brown	Ben	English	E6
16:50 Miss B Patel	Andrew	Mathematics	M2
17:00 Miss B Patel	Andrew	Mathematics	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*.