



Beths Grammar School

an 11 – 18 selective school with academy status

Headteacher: Mr R J Blyghton

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28th March 2018

Dear Parent/Carer,

Parents Evening and Year 9 Options Presentation

We are now using an online programme to allow you to book your own appointment slots directly for parents evening. The booking system will be available for a limited period on our website under Parents & Carers/Parent Evening Bookings as shown below:

Forms 9A, 9E and 9H – Parents Evening Thursday 19th April 4.30pm to 6.30pm

Booking system open from 4.00 pm on Thursday 12th until 10.00am Tuesday 17th April

Forms 9B, 9C and 9W – Parents Evening Thursday 26th April 4.30pm to 6.30pm

Booking system open from 4.00 pm on Thursday 19th until 10.00am Tuesday 24th April

On both evenings Senior Staff will also be on hand to describe how the Key Stage 4 curriculum operates, discuss key issues around the option choices and answer individual questions.

In order to ensure that as many parents as possible get a good number of appointments please note that:

- There is a limit of six appointments per student -please do not book more than 6 via the website
- If your son has more than one teacher for a subject, you should only make an appointment with one of them
- If your son is taught two different subjects by the same member of staff, they will discuss both subjects during the one time slot
- Only one appointment per student can be made with each subject teacher. If you book more, one of them will be removed
- Should you wish to discuss any issues with your son's Head of Year or Form Tutor you should contact them to arrange a telephone conversation or a meeting at a mutually convenient time outside of the Parents Evening

To make appointments:

1. Log in via the website as above - **User name: Parents9 Password:Year9** (case sensitive).
2. Select a teacher's name from the right-hand side menu and then use the form on that page to book your parents evening slot with them.
3. Repeat for each member of staff that you wish to make an appointment with. Each time you submit a booking, an email confirmation will be sent to you.
4. Ensure that your son records all appointments on the inside back cover of his student planner, and brings that with him on the evening.

Students must wear full school uniform on the evening. When you arrive please:

- Enter the building via Reception and sign in at the front desk to confirm you are present.
- Please adhere to the appointment times you have made and try to ensure that your discussion with staff is as succinct as possible: appointments are for FIVE minutes only.
- Restrict your discussion with subject teachers to subject matters only please; general matters or very important points should be discussed with Senior Staff present at the event.

We look forward to seeing you at this key event and hope that you find the new booking system convenient. We would welcome your feedback on the booking process by email to mscooper@beths.bexley.sch.uk

Yours faithfully,

Mr D O'Regan
Deputy Headteacher