



March 2020

Dear Parent/Carer

## **Year 7 Parents' Evening: Thursday, 26 March**

On Thursday 26 March there will be a Parents' Evening for the parents/carers of students in Year 7 to discuss their child's progress. Teachers will be located in both the Main Block and the Maths Block, between 4.15 pm and 6.45 pm. Science, Maths and IT teachers will be based in the Maths Block, while teachers of the remaining subjects will be based in the Main Block.

If this is your first parents' evening at secondary school, it is likely to be very different to those that you have been to at junior school! We operate an online appointments booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Appointments can be made from **6.00 pm on Thursday 19 March** and will close at midday on Thursday 26 March. Should you wish to make any changes after this date, or if you do not have access to the internet, please contact the school office, who will be happy to help.

Please visit <https://backwell.parentseveningsystem.co.uk> to book your appointments once the system opens. A short guide on how to make appointments is included overleaf.

There are a few points to note, however:

- Some teachers teach more than one Year 7 class, some up to as many as three, so they will not be able to see all parents/carers within the available time slots. In these circumstances, the subject teachers will identify those students whose parents/carers they would particularly need to see and they will be contacted direct and appointments offered. After that, remaining spaces will be open to parents/carers of all other students to book. If you would particularly like to speak to a teacher, please contact the school after Thursday 26 March, by telephone on 01275 463371 or email to [mailbox@backwellschool.net](mailto:mailbox@backwellschool.net), and ask for the teacher to contact you. Otherwise, please contact the relevant teacher via the Parents' Portal.
- Appointments are restricted to five minutes. If you anticipate needing more time than this, please would you contact the school to make suitable alternative arrangements.
- Some teachers will be located upstairs. If you are likely to find it difficult to meet with them because of the stairs, please contact the school in advance so that we can put in place alternative arrangements convenient to you.
- Most of the Year 7 tutors teach Year 7 groups and will prioritise subject meetings on the evening. If you would like to speak to any of them regarding pastoral matters, please contact them at school.
- Parents of twins will be able to book appointments for both children under the one login; the parents' evening booking system will recognise twins.

- There will also be a representative from the school's governing body present at the evening.  
Please feel free to speak to them about any aspect of the school (no appointment necessary).

Please enter the school from Station Road, park in the main car park or the overflow car park and follow the signs to Reception, where we will ask you to sign in and give you a plan to help you locate the teachers you wish to see. **Please do not park in the leisure centre car park as this is not part of the school site.**

We look forward to seeing you on Thursday 26 March.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Nunes', with a stylized flourish at the end.

Mr J Nunes  
Headteacher

# Parents' Guide for Booking Appointments

Browse to <https://backwell.parentseveningsystem.co.uk/>

**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: 28 July 2000

[Log In](#)

## Step 1: Login

Fill out the details on the page then click the *Log In* button.

You will need to use the exact name and email address that you have provided to the school. Confirmation of your appointments will be sent to your email address.

**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 the date listed? Click *I'm unable to attend*.

**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 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50			
17:00			

## Step 4: 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.

Once you have finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

**My Bookings**

Thursday, 16th April

16:30 Mr J Brown SENCO 16:40 Mrs A Wheeler Class 11A

16:50 Mr J Brown SENCO 17:00 Mrs A Wheeler Class 11A

## Step 5: Finished

You're now on the My Bookings page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page 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*.