



Smithdon High School
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Ref: SRO/NW

To all Year 7 Parents

17 October 2019

Dear Parents

I hope that your child has had a positive experience at Smithdon so far and has settled in well. If there have been issues, I hope that you have been able to contact the form tutor or the pastoral team for support.

Certainly we have been impressed with the positive attitude for learning that we have seen and how the children have embraced the many opportunities on offer to them.

On Thursday 31 October from 4pm to 6.30pm we will be hosting a Year 7 tutor evening. This is an excellent opportunity for you to meet your child's tutor in person to discuss how they have settled in.

Appointments for the evening can be made online, please find attached a user guide with step by step instructions on how to make the booking.

I hope that you will be able to come and celebrate your child's successful start at Smithdon and I look forward to meeting you on the evening.

Yours sincerely

Mrs S Robinson
Assistant Headteacher



Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: E, Surname: Brown, Email: e.brown@gmail.com, Confirm Email: e.brown4@gmail.com

Student's Details

First Name: Ben, Surname: Brown, Date Of Birth: 28 July 2005

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

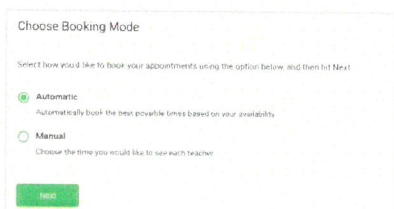
Friday, 17th March
Open for bookings

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

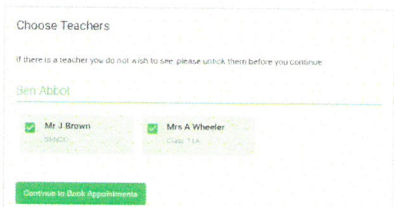
☐ **Manual**
Choose the time you would like to see each teacher

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 unlick them before you continue

Ben Abbott

☒ Mr J Brown
SENCO (A-2)

☒ Mrs A Wheeler
Class 11A (LT)

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
Mr J Brown	Ben	English	E6
Mrs B Mumford	Ben	Mathematics	M2
Mr B Montgomery	Andrew	French	L4

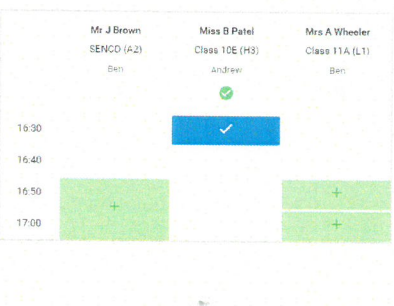
Accept Appointments

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).



Manual booking grid:

Time	Mr J Brown SENCO (A-2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (LT) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

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

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs B Mumford	Ben	Mathematics	M2
Mr B Montgomery	Andrew	French	L4

Print

Subscribe to Calendar

Amend Bookings

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*.