



BRUNE PARK COMMUNITY SCHOOL

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<https://brunepark.gfmat.org>

13 September 2019

Dear Parents and Carers

Year 7 Welcome Evening - Thursday 19 September 2019

We are delighted to welcome you and your child to Brune Park Community School. Over the next 5 years, we will work closely in partnership with you and your child to ensure they leave us well qualified for their next steps in education, training or employment.

To build on this great partnership, we would like to invite you to a Welcome Evening on Thursday 19 September between 3.30pm and 6.30pm. This is an ideal opportunity for you to speak to your child's Tutor to find out how they have settled in and discuss any worries, concerns or any other information you think that we should know.

Appointments can be made using our online system which will open at **2.00pm on Monday 16 September 2019** and will close at **10.00am on Thursday 19 September 2019**.

To book appointments, please go to the Parents and Carers section of our website where you will find a link, or visit <https://bruneparkcommunityschool.parentseveningsystem.co.uk>. A short guide on how to book appointments is included with this letter. If you do not have access to the internet please contact the school and our Reception staff will be happy to add appointments on your behalf. Please be aware that, whilst we do our very best to accommodate all requests, each teacher has limited slots, each lasting 5 minutes, to speak with parents. Early booking is advised.

For your information the site is open to community groups during the evening, so the school and the car park are likely to be busy. Please bear this in mind in your planning.

Yours sincerely

K Joynson (Mrs)
Head of Year 7

Parents' Guide for Booking Appointments

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

Your Details

Title: Mrs, First Name: Rachel, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2000

Log In

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Please ensure that you use the email address that was provided to the school.

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
Mr J Sinclair	Ben	English	E6
Mrs D Mureford	Ben	Mathematics	M2
Dr R Monamara	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).

Step 5b (Manual): Book Appointments

Mr J Brown (SENCO (A2)), Miss B Patel (Class 10E (H3)), Mrs A Wheeler (Class 11A (L1))

Ben, Andrew, Ben

Time	Mr J Brown	Miss B Patel	Mrs A Wheeler
16:30	Grey	Blue ✓	Grey
16:40	Grey	Grey	Grey
16:50	Green +	Grey	Green +
17:00	Green +	Grey	Green +

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.

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.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs D Mureford	Ben	Mathematics	M2
Dr R Monamara	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*.