



# BRUNE PARK COMMUNITY SCHOOL

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<https://brunepark.gfmat.org>

06 March 2020

Dear Parents and Carers

## **Year 10 Parents' Evening - Wednesday 25 March 2020**

I would like to invite you and your child to attend our Parents' Evening on Wednesday 25 March 2020 between 3.30pm and 7.00pm in order to discuss their progress with Subject teachers.

Appointments can be made using our online system which will open at **1.00pm on Wednesday 11 March** and will close at **10.30am on Wednesday 25 March**.

Please note that PE and Performing Arts will hold their appointments in the Drama Studio, Mathematics and English will hold their appointments in the Dance Studio and all other subjects will hold their appointments in the Main Hall.

To book appointments please go to the Parent's section of our website where you will find a link, or visit <https://bruneparkcommunityschool.parenteveningsystem.co.uk>. A link can also be found on the My Ed app. 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. There is a waiting list facility on the booking system where you are able to request alternative arrangements, should you be unable to book an appointment with any your child's teachers on the evening.

We see this as a valuable opportunity for teachers, parents and students to meet together in order to facilitate meaningful discussions and would encourage you to make every effort to attend with your child.

Please also note that we will have a number of additional stands available on the evening (including CEMAST and Fareham College), providing valuable information on post 16 education and further career pathways for our students – well worth a look!

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

**Mrs E Pease**  
Head of Year 10

# Parents' Guide for Booking Appointments

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

**Your Details**

Title: Mrs, First Name: Rabbot, 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 B Mumford	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).

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 checkmark	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.

**My Bookings**

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E6
Mrs B Mumford	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.