



12 February 2021

Dear Parent/Carer

Re: Years 7-10 Parents' Evenings

We would like to invite all parents of students in Years 7-10 to attend an online Parents' meeting after the half term break.

Due to the current restrictions in place, you are invited to log in and register with our Parent booking system. You will then be able to make appointments with your child's subject teachers. These meetings will be booked online **and then held by video meeting**. This will be an opportunity for both you and your child to speak with subject teachers remotely for 5-minute slots. Further instructions on how to book can be found in Appendix One.

The dates and times for parent meetings for each year group are printed below:

- **Years 7 and 10 – Thursday 18 March 4.30 – 7.30 pm**
- **Years 8 and 9 – Wednesday 31 March 4.30 – 7.00pm or Thursday 1 April 9.00 – 12 noon**

We look forward to meeting with both you and your child albeit virtually on one of the above dates.

Appendix One:

Parent Booking Help sheet

Log on Steps

1. Logon to <https://parents-booking.co.uk/noa>
2. Enter you details in the Parent/Carer fields. These must match your G4S information.
3. Enter the student details.
4. Login

Parents Booking

Parents/Carers Login Here:
Fields marked with * are mandatory.

*First Name *Surname
Email

Your email address is used to receive booking confirmations.

Enter Student Details Here:

*First Name *Surname
Date of Birth

Login

Booking Appointments

1. The system will suggest an appointment time for you or you can make bookings for yourself

Parent-Teacher Meetings				
Name of Group	Parents' Evening	Date	Start	End
Year 9 Options Evening 2021	Year 9 Options Evening 2021 ★ Suggest Bookings For Me ✍ Make Bookings For Myself	25/02/2021	16:00	19:00



2. Click the staff you wish to have an online meeting with, the tile will change colour from white to blue.

<p>AVAILABLE</p> <p>Mr Edward Brick GCSE Engineering 33 slots left at 5 minutes each</p>	<p>AVAILABLE</p> <p>Mr Matthew North BTEC Sport Option 33 slots left at 5 minutes each</p>
<p>AVAILABLE</p> <p>Mrs Kathryn Bannister GCSE HSC Option 33 slots left at 5 minutes each</p>	<p>AVAILABLE</p> <p>Ms Alex West GCSE Triple Science Option 33 slots left at 5 minutes each</p>
<p>AVAILABLE</p> <p>Ms Vivienne Sawford GCSE Drama Option 33 slots left at 5 minutes each</p>	

3. The system will allow you to select the window of time you are available for.

When are you able to attend?

Day 1

Thursday 25 Feb 2021
(Comfort Break : 17:30 - 17:45)

Arrive: 16:00 Depart: 19:00

Allow other parents and carers of this student to join video calls?

Make my bookings for me

4. If other parent/carers wish to join the meeting from the other email address we hold on G4S then tick the box so that both parent/carers can attend the same meeting.

Yours sincerely

Alison Merrills
Principal