

October 2018



Ellis Guilford

Dear Parent/Carer

Year 8 Tutor Evening Thursday, 22nd November 2018: Book your appointment online

I am writing to invite you to our Year 8 Tutor Meeting on Thursday, 22nd November 2018. It is vital to your child's progress that we work closely together this is an opportunity to meet your child's Tutor who will be your direct link with school.

Tutor Evening is on Thursday, 22nd November from 4.00 p.m. to 7.00 p.m.

Please visit <https://ellisguilford.parentseveningsystem.co.uk/> to book your appointment.

(A short guide is included with this letter.) Log-in with the following information:

Student's First Name:	Forename
Student's Surname:	Surname
Student's DOB:	DD/MM/YYYY

If you have any difficulties accessing this system, or wish to change your appointment time once you have booked it, please contact the school office team on **0115 9131338**.

ALL students should attend their appointment with their tutor, and must wear **full school uniform**. It is important that a parent, carer, or adult family member, attends with each student to support them and contribute to the discussion on their start at Ellis Guilford School.

Yours faithfully

L Kirkham

Mrs Kirkham
Transition and Discovery Curriculum

Headteacher. **Dr Sally Coulton**

Ellis Guilford | Bar Lane | Old Basford | Nottingham | NG6 0HT

Tel: 0115 913 1338 fax: 0115 913 1341 email: admin@ellisguilford.nottingham.sch.uk web: www.ellisguilfordschool.co.uk

Parents' Evening System

Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mr <input type="checkbox"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>		<input type="text" value="john.smith@gmail.com"/>

Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="26/11/2005"/>

[Login & Continue](#)

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).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:



Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30



Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

<input checked="" type="checkbox"/>	Mr J Atkinson - English
<input checked="" type="checkbox"/>	Ms J Estaphan - French
<input checked="" type="checkbox"/>	Mr C Hughes - Res Materials
<input checked="" type="checkbox"/>	Mr K Jacobs - Geography
<input type="checkbox"/>	Mr M Lubbock - Class 9A
<input checked="" type="checkbox"/>	Dr R Mchamara - French
<input checked="" type="checkbox"/>	Dr R Mchamara - German
<input type="checkbox"/>	Dr S Mlandad - Science
<input checked="" type="checkbox"/>	Mrs D Mumford - Mathematics
<input checked="" type="checkbox"/>	Mr V Stockill - PSE
<input checked="" type="checkbox"/>	Miss J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

Step 3: Choose Teacher

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

During Progress Day only your child's Form Tutor will appear in the box.

Click on the Continue button to proceed.

No Appointment	
16:00	Book
16:05	Book
16:10	Book
Confirm & Add Message	
Optionally add a message for Dr J Lebon (Class 8E) for your appointment at 16:10 :	
<input type="text" value="I would like to discuss how Sarah can improve on her recent test results."/>	
67 characters left	
Add Appointment Cancel	
17:10	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Click 'Add Appointment' to confirm the appointment.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening or progress day.

To send us feedback about this system, click on "Send Feedback".

Parents' Guide for Booking Appointments

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