



The James Young High School

Head Teacher: Patricia Gallagher, B Ed (Hons)

4th November 2019

Dear Parent/Carer

SI PARENTS' EVENING

Parents' Evening for SI pupils takes place on Thursday 14th November from 5pm – 7.30pm. I am sure that you would like to take this opportunity to discuss your child's progress with staff. Please note we are now utilising an electronic appointment system as follows:

The online appointment booking system allows you to manually choose your own appointment times with teachers (refer to the room allocation sheet on the school website to aid your choices) and you will receive an email confirming your appointments. Alternatively, you can select to choose using the booking wizard option. You can either print your appointment sheet off at home or bring your mobile device to see your appointments electronically.

Appointments can be made from Wednesday 6th November and will close before the Parents' Evening, at 12pm on Wednesday 13th November. Should you wish to make any changes after this time please contact the school office.

Please visit www.parents-booking.co.uk/jamesyoung to book your appointments and follow the on-screen instructions. **PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially.**

Login with your child's details, in addition to your own title (please note if you cannot log in please alternate Miss/Ms/Mrs in the first instance to see if this works) and surname, e.g.

Student's First Name: James
Student's Surname: Young
Student's Date of Birth: 26/11/1995

If you do not have access to the internet or have log in problems, please contact the school office who can add appointments on your behalf. Parents are not required to attend for the entire evening.

Please think about **prioritising appointments** with specific teachers. Due to the high number of pupils seeking appointments, it may not always be possible to see all of your child's teachers during the evening. If you are unable to make an appointment with a teacher then please let us know and we can arrange for the member of staff to contact you at an appropriate time. Please remember to bring your appointments with you to Parents' Evening.

On your arrival at The James Young High School, you will be able to pick up a room allocation sheet (also on the website) which will have clear instructions about where to find specific departments at the sign in desk. Departments have been allocated rooms in the English department (ground floor), Maths department (first floor) and Social Education department (Languages). **To help the running of the evening we would respectfully ask everyone to keep to five minute appointments.**

If you have any queries, then please do not hesitate to contact the school prior to the Parents' Evening. We look forward to meeting with you.

Yours faithfully

P Caddick

Mr P Caddick
Principal Teacher Pupil Support



Parents' Guide for Booking Appointments

Go to <http://www.parents-booking.co.uk/jamesyoung>

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Login to see which appointments are available and select ones that are convenient for you.

You will need to enter:

- Your title (Mr/Mrs/Miss) and surname (*these must match those we have on record for you*)
- Your child's first name, surname and date of birth

Once you have logged in, you can either use the 'Automated Booking Wizard' to make your appointments or you can book appointments manually. The manual option allows you to book in an order of your choice, which may be useful if you are referring to the room allocation sheet whilst you are booking (the room allocation sheet is available on the school website). You will be shown your child/children and their Teachers. Tick the Teacher/Subject you wish to book and enter your availability. If selected, the wizard will use this information to calculate the best order for your appointments, allowing you to navigate the Teachers in the quickest and most efficient manner.

Troubleshooting Tips - please read before booking!

- To login you need to enter the details we have on record for you and your child. If you have recently changed your title or surname for example, and not informed us, we will be expecting you to login with the details we have on record
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem
- If you have several children to make bookings for, and decide not to use the Booking Wizard, but instead make appointments individually, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children

If you are unable to book at home, please call the School Office for assistance on 01506 414244.