



Trinity School

A Church of England
Academy

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Sheila Johnston and Derek Kay
Co-Headteachers

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Dear Parents/Carers

Re: Year 9 Tutor Evening

We would like to invite you to a Tutor Evening on **Thursday 23 April**. This evening is different from a 'normal' Parents' Evening as it is the opportunity to speak to your child's Form Tutor about overall performance in school in terms of Attendance, Approach to Learning, Punctuality, Uniform, Rewards and any specific issues that have arisen so far this year. It is also an opportunity for you to raise any issues you may have with any aspect of their school experience and to discuss the plan for the GCSE years.

There already has been an opportunity to talk to subject teachers regarding progress in specific lessons.

As we have a very busy Adult Education programme, you may find that car parks are heavily used. We suggest that you use either the Trinity Leisure car park in front of the swimming pool or park on Duke's Road or at the Sands Centre. Please come to the main reception. Tea and coffee will be available.

The school has introduced a new online appointment booking system. This allows you to choose your own appointment time with Form Tutors and you will receive an email confirming your appointment. We are confident this will be an improvement to the previous system and welcome any feedback.

Please visit <http://trinityschoolcarlisle.parenteveningsystem.co.uk> or use the link on the Trinity School website, to book your appointment. (A short guide on how to add appointments is included with this letter).

Appointments can be made between **10.00 am on Monday 13 April 2015 and 11.55 pm on Sunday 19 April 2015**. Should you wish to make any changes after this date or if you do not have access to the internet, please contact the school reception and the staff will assist you. If you have not made appointments within this time period we may contact you to make appointments, if you are aware you will not be able to attend please let us know by phone or email at your earliest convenience.

Yours faithfully

P Charnock
Assistant Headteacher

Enc

Parents' Guide for Booking Appointments

Browse to <http://trinityschoolcarlisle.parentseveningsystem.co.uk/>

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you (please note if you have not previously supplied us with an email address we will add this information to our School Management Information System for future use. If you do not wish us to use this email address please contact jhn@trinity.cumbria.sch.uk.)

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

Registration class – eg: 8ABC (Please omit the year group if your child is in the Sixth Form).

Step 2: Select Parents' Evening

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

Step 3: Choose Teachers

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.

Click on the Continue button to proceed.

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. To assist you in planning your evening there is a map located on the school website – simply scroll down on the home page to Parents' Evening Booking System. There is the facility to enter a short note to the teacher if you have a specific query.

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.

Step 5: Finished

You will receive an email confirmation of your appointments.

Please print this out and bring with you to the parents' evening.

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

Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.