



## Trinity School

A Church of England  
Academy

Registered Address: Strand Road  
Carlisle  
Cumbria CA1 1JB

T 01228 516051  
E [info@trinity.cumbria.sch.uk](mailto:info@trinity.cumbria.sch.uk)  
[www.trinity.cumbria.sch.uk](http://www.trinity.cumbria.sch.uk)

Sheila Johnston and Derek Kay  
Co-Headteachers

2 May 2018

Dear Parent/Carer

**Re: Year 8 Parents' Evening  
Thursday 10 May 2018 - 4.30 pm to 7.00 pm**

I would like to invite you to attend our Parents' Evening on Thursday 10 May 2018.

Please discuss with your son or daughter which subject teachers you particularly wish to see. If two of you are attending you may wish to divide the appointment load between you. Any teacher particularly wishing to see you will arrange a time with your son or daughter. Students are welcome to come too.

There will be a large number of people involved during the evening. Please try to keep to the appointment time of five minutes. Should an issue arise that needs more time perhaps you could arrange to see the teacher concerned on some other day. Some staff do teach more than one Year 8 class and it is always difficult to fit in appointments for everyone. We advise that you either print or make a note of the appointments and bring them with you on the evening.

Although form tutors will be available, they do also teach other children and will, therefore give priority to their teaching groups on this occasion. If you would like to discuss pastoral or personal matters concerning your child, and the Form Tutor is not available, then please make an appointment to see Head of House or House Tutor. Mrs Johnston and Mr Kay (Co Headteachers) and senior staff will be available for general discussions and can be seen without making an appointment in advance. They will be situated near the Main Reception.

The school uses an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We welcome any feedback.

Please visit <http://trinityschoolcarlisle.parentseveningsystem.co.uk> or use the link on the Trinity School website, to book your appointments. (A short guide on how to add appointments is included with this letter). A map is attached and also located on the school website to help you plan your appointments - simply scroll down on the home page to Parents' Evening Booking System.

### **Car Parking at Trinity School Events**

Car parking can be challenging at school events. Please note that the car parking spaces on the opposite side of Strand Road to the school are for residents parking only; these must not be used. Traffic wardens do operate in this area and fines may be issued if cars are parked without a resident permit. Car parking is available in either of our main car parks; please use these whenever possible. There is also disc controlled parking available on other sections of Strand Road. Visitors also find there are often spaces available on the roadside around DFS and the Turf, and it is a short walk up Zero Path to the school. We would appreciate your support with this matter.

Appointments can be made between **10.00 am on Friday 4 May and 12.15 pm on Thursday 10 May**. 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**

Encs

# Parents' Guide for Booking Appointments

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

The screenshot shows the Trinity Parents' Evening System login page. It has a green header with the Trinity logo. Below the header, there's a section titled "Parents' Evening System" with a welcome message and a note about email confirmation. The "Your Details" section contains form fields for Title, First Name, Surname, Email Address, and Confirm Email Address. The "Child's Details" section contains form fields for First Name, Surname, and Registration Class. At the bottom, there is a "Login & Continue" button.

## 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](mailto:jhn@trinity.cumbria.sch.uk).)

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

Registration Class - egg: 8ABC

The screenshot shows the Trinity Parents' Evening System home page. It has a green header with the Trinity logo and a navigation menu with "Home" and "Appointments". Below the header, there's a "Welcome" section with a message and a link to "Manage Appointments". The main content area features a "Year 8 parents Evening" event with a green checkmark icon and a "Continue" button. The event details include the date "24/06/2014" and the time "16:30 - 19:00".

## Step 2: Select Parents' Evening

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

The screenshot shows the Trinity Parents' Evening System "Choose Teachers" page. It has a green header with the Trinity logo and a navigation menu with "Home" and "Appointments". Below the header, there's a "Choose Teachers" section with a message and a list of teachers. Each teacher's name is preceded by a green checkmark, indicating they are selected. At the bottom, there is a "Continue to Book Appointments" button and a "Cancel" button.

## 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.

The screenshot shows the Trinity Parents' Evening System "Make Appointments" page. It has a green header with the Trinity logo and a navigation menu with "Home" and "Appointments". Below the header, there's a "Make Appointments" section with a message and a table of appointment slots. A "Confirm & Add Message" dialog box is open over the table, allowing the user to confirm an appointment and add a message. The dialog box includes a "Confirm & Add Message" button and a "Cancel" button.

## 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.

The screenshot shows the Trinity Parents' Evening System "All Finished!" page. It has a green header with the Trinity logo and a navigation menu with "Home" and "Appointments". Below the header, there's an "All Finished!" section with a message and a link to "Send Feedback". The "Send Feedback" link is highlighted in red. At the bottom, there are links for "View/Print Appointments", "Send Feedback", and "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.

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

The screenshot shows the Trinity Parents' Evening System "View/Print Appointments" page. It has a green header with the Trinity logo and a navigation menu with "Home" and "Appointments". Below the header, there's a "View/Print Appointments" section with a message and a table of appointment slots. The table has columns for "Select Evening", "Time", and "Teacher". At the bottom, there are links for "View/Print Appointments", "Send Feedback", and "Logout".

## 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.



Map Key

- GF = Ground Floor
- FF = First Floor



Main Entrance