



Trinity School

A Church of England
Academy

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David Samson
Headteacher

11 January 2022

Dear Parent/Carer

**Re: Year 9 Virtual Parents' Evening
Tuesday 23 January 2024 from 3.30pm to 6.30pm**

We hope that you will be able to attend the virtual evening to speak with your son/daughter's subject teachers. This will undoubtedly be a most useful evening ahead of the imminent GCSE options process and I encourage you to speak to as many teachers as possible, to ensure appropriate curriculum choices are made ahead of Year 10. We will be communicating separately about the options process very shortly.

To facilitate the discussions, we are using our existing Parents Evening Booking System as a video conferencing option. Accessing this booking system as you normally do will allow you to select an appointment with the appropriate members of staff. Appointments will last 5 minutes but will always finish at the specified time. **The booking system will open for making appointments on Tuesday 16 January at 10.30am and will close on Tuesday 23 January at 12.15pm.**

Whilst the majority of Year 9 teachers will be active on Tuesday 23 January, Mrs Jefferies (English), Mr Burdon (RS), and Miss McQuiston (Art) are unavailable so will offer alternative appointments on Wednesday 31 January, 3.30pm to 6.30pm. We will contact parents/carers concerned about these appointments by Thursday 26 January.

There is a feature on the parents' evening system which allows up to two parents, at different addresses, to be involved in each video call. After you have made your bookings, click the 'Invite Parent/Guardian' button, and enter the email address of the second parent/carers you wish to invite, and this will grant them access to the call also. The additional parent then clicks the link in the email to join the appointments.

Another improvement to the video appointments system is the ability for parents to choose between, and test, available audio and video devices before joining the video call.

A guide on how how to attend your appointments over video call can be viewed at: <https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Please visit <http://trinityschoolcarlisle.parentseveningsystem.co.uk> or use the link on the Trinity School website, to book your appointments.

If you are unable to attend, or feel you need more information regarding your son/daughter's progress to date following your appointment, please email school. Contact email addresses for each subject area are on the Trinity website at www.trinity.cumbria.sch.uk

Should you wish to make any changes after the booking system closes, or if you need any help with your booking, please don't hesitate to contact your son/daughter's Head of Year, who will be able to assist you.

Yours sincerely

P Charnock
Deputy Headteacher

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 event/date button to select the parents' evening you want to make appointments for.

Step 3: Choose Booking Method

At this point you can manually choose your appointment times or let the system automatically do it for you.

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 to Book Appointments button to proceed.

Step 4: Make Appointments

Click on the '+' sign 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 blue 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 print/amend your appointments online by clicking tabs shown. Please bring a print out of your appointment times to the parents' evening.