



## Trinity School

A Church of England  
Academy

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David Samson  
Headteacher

5 February 2025

Dear Parent/Carer

**Re: Year 9 Virtual Parents' Evening  
Tuesday 11 February 2025 from 3.30 pm to 6.30 pm**

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 following the 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.

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 and will always finish at the specified time. **The booking system will open for making appointments on Wednesday 5 February at 7.00 pm and will close on Tuesday 11 February at 12.15 pm.**

Whilst the majority of Year 9 teachers will be active on Tuesday 11 February, Miss McQuiston (Art), Ms Fraser (History), Mr Brown (IT) and Ms Burden (Science) are unavailable so will offer alternative virtual appointments on Thursday 13 February, 3.30 pm to 6.30 pm. We will contact parents/carers concerned about these appointments on Wednesday 12 February.

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.

Please note that the system that we use for the virtual events only carries through the details of the parent whose details are listed first on their child's record in our schools, information management system. If you are unsure, and recognise this might cause difficulty, please feel free to contact us, to confirm your status.

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 at: [info@trinity.cumbria.sch.uk](mailto:info@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. 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 - 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."

Teacher	Student	Subject	Room
16:45	Mr R Dixon	John Smith	Maths Dining Hall
20 minute gap			
17:10	Mr J Burns	John Smith	Eng Lang En2

**Viewing/Editing/Printing Appointments**

You can also print/amend your appointments online by clicking tabs shown. Please bring a printout of your appointment times to the parents' evening.