



## Trinity School

A Church of England  
Academy

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Sheila Johnston and Derek Kay  
Co-Headteachers

13 February 2019

Dear Parent/Carer

**Re: Year 10 Parents' Evening  
Thursday 28 February 2019 - 4.15 pm to 6.45 pm**

We would like to invite you to attend our Parents' Evening on Thursday 28 February 2019.

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 10 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 son or daughter, 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 a copy is also located on the school website to help you plan your appointments - simply scroll down on the home page to Parents' Evening Booking System.

Appointments can be made between **10.00 am on Friday 22 February and 12.15 pm on Thursday 28 February**. 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**

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# Parents' Guide for Booking Appointments

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

	<p><b>Step 1: Login</b> 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 <a href="mailto:jhn@trinity.cumbria.sch.uk">jhn@trinity.cumbria.sch.uk</a>.)</p> <p>Please use your child's "preferred" forename that matches our records (no abbreviations).</p> <p>Registration class - eg: 8ABC (Please omit the year group if your child is in the Sixth Form).</p>
	<p><b>Step 2: Select Parents' Evening</b> Click the event/date button to select the parents' evening you want to make appointments for.</p>
	<p><b>Step 3: Choose Booking Method</b> At this point you can manually choose your appointment times or let the system automatically do it for you.</p>
	<p><b>Step 3: Choose Teachers</b> 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.</p> <p>Click on the Continue to Book Appointments button to proceed.</p>
	<p><b>Step 4: Make Appointments</b> 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.</p> <p>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.</p> <p><b>Step 5: Finished</b> 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."</p>
	<p><b>Viewing/Editing/Printing Appointments</b> 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.</p>

 LOWER SCHOOL

Map Key

- GF = Ground Floor
- FF = First Floor

