



Trinity School

A Church of England
Academy

Registered Address: Strand Road
Carlisle
Cumbria CA1 1JB

Telephone Number: 01228 516051
Email Address: info@trinity.cumbria.sch.uk
www.trinity.cumbria.sch.uk

David Samson
Headteacher

18 October 2023

Dear Parent/Carer

Re: Year 11 Parents' Evening – Thursday 2 November 2023 - 4.00pm to 6.45pm

I would like to invite you to attend our Parents' Evening on Thursday 2 November at Trinity School.

This is a good opportunity to have a conversation with us in the build up to the final GCSE exams. Given the current job market and pressure on higher education places, the results will be as important as ever. The teachers who take your son or daughter for different subjects will be present and you will be able to discuss with them your son/daughter's progress. Although form teachers and pastoral staff will be available, they do also teach other students and will therefore give priority to their teaching groups on this occasion.

If two of you are attending the evening 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.

Mr Samson (Headteacher) and other senior staff will be available for general discussions. Mr Winter, (Assistant Head - Sixth Form), will be available to discuss Sixth Form courses. Mrs Ewing the school's careers, Information, Advice and Guidance Officer can be seen without making an appointment in advance. They will be situated in Jubilee Hall.

The school has 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.

Students who are studying Science will be able to make one appointment to see a science teacher who will discuss and give detailed information and data relating to all three sciences – Biology, Chemistry and Physics.

Please also be aware that appointments with our PE staff are available for students who are studying GCSE PE and BTEC Sport courses, but we are not offering appointments for Core PE (non-exam). If you wish to discuss core PE with a member of staff please send a request to the school email info@trinity.cumbria.sch.uk or telephone main reception after the evening and we will arrange this for you.

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.

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 can be located on the school website to help you plan your appointments.

Appointments can be made between **4pm on Friday 20 October and noon on Thursday 2 November**. Should you wish to make any changes or if you do not have access to the internet, please contact the school reception and 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
Deputy Headteacher

Encs

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".

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 print out of your appointment times to the parents' evening.

Trinity School Map

