



Trinity School

A Church of England
Academy

Registered Address: Strand Road
Carlisle
Cumbria CA1 1JB

T 01228 516051
F 01228 516052
E info@trinity.cumbria.sch.uk
www.trinity.cumbria.sch.uk

Sheila Johnston and Derek Kay
Co-Headteachers

28 March 2018

Dear Parent/Carer

Re: Year 7 Parents' Evening – Wednesday 25 April 2017

We would like to invite you to attend our Parents' Evening on Wednesday 25 April 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 many 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 7 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.

If you have any access needs in order to attend and/or participate in the evening please contact the school.

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 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 20 April and 12.15 pm on Wednesday 25 April 2018**. 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/>

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

Step 2: Select Parents' Evening

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

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.

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.

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 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.

 LOWER SCHOOL

Map Key

- GF = Ground Floor
- FF = First Floor

