### **Minsthorpe** Community College | Motivation • Commitment • Care



September 2024

Dear Parent / Carer

#### Year 7 Welcome to Minsthorpe Parents' Evening

We would like to invite you to our Year 7 'Welcome to Minsthorpe' evening on Thursday 3<sup>rd</sup> October 2024 from 3.30pm – 6.00pm.

On this evening you will have the opportunity to meet with your child's P&A mentor and other key staff in the Carnegie block.

On the evening you will receive a report about your child's start to Minsthorpe. We welcome the opportunity for you to discuss this with their P&A Mentor and share any other queries or concerns you may have. Appointments will be 5 minutes long.

If you would like an appointment, please book this via the 'Parents Evening' System. Instructions are overleaf. This guide is also available on the College website. If you would like to call to make an appointment, please contact the College.

#### Additional information:

- Please enter the site at the top entrance near the main reception only
- Please contact us if you need any assistance around the site due to mobility

Links between home and College as part of your child's success are essential. We are keen to see all the parents of our Year 7 students, as we know you will want to play a key role in the future of your child to help them gain the highest possible levels of attainment.

We very much look forward to seeing you on Thursday 3<sup>rd</sup> October 2024.

Yours sincerely,

A. Cunningham

N. Shepherd
Mr N. Shepherd

Mrs A. Cunningham

Assistant Head of Year 7

Head of Year 7

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Minsthorpe Lane, South Elmsall, West Yorkshire, WF9 2UJ **T.** 01977 657600 **E.** enquiries@minsthorpe.cc **minsthorpe.cc Principals** Mark Gilmore & Rachael Merritt





# Parents' Guide for Booking Appointments

Browse to <a href="https://minsthorpe.parentseveningsystem.co.uk/">https://minsthorpe.parentseveningsystem.co.uk/</a>

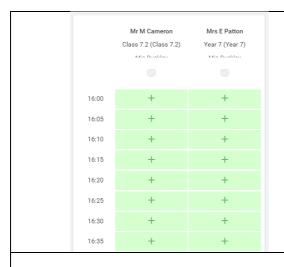
The state of the s	The state of the s
Parents' Evening System	
Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a li l confirmation - please ensure your email address is correct.	
	Step 1: Login
Your Details	Please fill out all the details on the page.
Title First Name Surname	
Mr John Smith	A confirmation of your appointments
Email Address Confirm Email Address	will be emailed to you and we may use
john.smith@gmail.com john.smith@gmail.com	
Child's Details	the phone number to contact you.
First Name Surname DoB dd/mm/yyyy	Please use your child's "preferred"
Sarah Smith 26/11/2005	forename that matches our records (no
	·
✓ Login & Continue	abbreviations).
Year 7 Mentor Evening	
TBC Click a date to continue	Step 2: Select Parents' Evening
Thursday, 27th September	Click the <i>date</i> to select the parents'
Open for bookings	·
	evening you want to make appointments
I'm unable to attend	for.
Choose Booking Method	
	Step 3: Select your booking method
Select how you'd like to book your appointments, then click Next.	, .
Automatic	To let the system book a time slot for you,
Automatically book the best possible times based on your availability	click <i>Automatic</i> and then <i>next</i> .
Manual	
Choose the time you would like to see each teacher	
	To choose your own time slot, click <i>Manual</i>
	and then click <i>next</i> .
Next	and then thek next.
	Stop 4: Change Teachers
	Step 4: Choose Teachers
Choose Teachers	Your children's teachers will appear.
Choose reachers	Ensure the teachers you wish to see are
If there is a teacher you do not wish to see, please untick them before you continue.	
	ticked. If you do not wish to see a
<u> </u>	teacher, click on their name to de-select
✓ Mr M Cameron ✓ Mrs E Patton	them.
Class 7.2 Year 7	
	Click on the Continue to Book
	Appointments button to proceed.
Continue to Book Appointments	Appointments button to proceed.

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#### **Step 5: Book Appointments**

Hover over the time slot you'd like to book and click *Book* to make your appointment with the teacher.
Click *Save* and then repeat this for all the teachers you wish to see.
After you have finished booking all your

After you have finished booking all your appointments, you can close your web browser.

You will receive an email confirming your bookings.



#### **Viewing/Editing/Printing Appointments**

You can also view and print your appointments online by clicking the *My Bookings* button.

You can change your appointments by clicking on *Amend Bookings* button on the My Bookings screen, this will take you back to **Step 5**.

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