



HECKMONDWIKE GRAMMAR SCHOOL

05 November 2018

Dear Parent/Carer

Re: Year 7 Pastoral Parents' Evening

I would like to invite you to attend our Year 7 Pastoral Parents' Evening on Thursday 15 November 2018 between 4.30pm and 7.30pm.

Year 7 Form Tutors will be available in your child's form room to discuss any issues that may have occurred since your child started at Heckmondwike Grammar School in September. This is also an opportunity for you to let us know if there are any changes of circumstances that we need to be aware of, or if there are any extra-curricular activities your child is involved in that we may not know about. In short, this is an opportunity for you to have a conversation with your child's form tutor about how your child has settled into school and if there are any potential issues. Please note that we won't be able to talk about progress in individual subjects.

If you would also like to talk to Mrs Sellers, Student Support Manager for Year 7 or Mr Barnett Assistant Headteacher, please feel free to make an appointment.

As the evening will be held in the Swann Hall and the surrounding classrooms, please enter the school via the Student Entrance on North Street where you will be required to sign in and out.

The school has introduced an online appointment booking system. This allows you to choose your own appointment times with your child's form tutor, Mr Barnett or Mrs Sellers. Once your appointment has been booked you will receive an email confirming the time. We would welcome any feedback that you have on this booking system.

Please visit <https://heckmondwikegrammar.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is shown on the back of this letter.

Appointments can be made from 09.00am Tuesday 6 November until Tuesday 13 November at 6.00pm.

Each appointment lasts five minutes and these are allocated on a first-come, first-served basis. Please note that these may fill up quickly.

If you do not have access to the internet, please contact Mrs Sellers on 01924 418324 who will be happy to add appointments on your behalf.

Yours sincerely

Mr J Barnett
Assistant Headteacher – KS3

Parents' Guide for Booking Appointments

Browse to <https://heckmondwikegrammar.parentseveningsystem.co.uk/>

Heckmondwike Grammar School

Parents' Evening System

Welcome to the Heckmondwike Grammar School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" first name that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Continue

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mianad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teacher you wish to see are selected in green.

Click on the Continue button to proceed.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening