

Dear Parent/Carer

Year 7 Tutor Evening: 4pm to 7pm on Thursday 21st September 2023

We would like to invite you to attend the upcoming Year 7 Tutor Evening. It is being held in the Academy on the **21st September 2023 from 4pm to 7pm**. The evening will be based in The HUB. This Tutor Evening is a vital opportunity for you to discuss how your child is settling in, and to ask questions about their first few weeks here at Budmouth.

Appointments can be made from 14th September, 4.00pm and will close on 21st September at 12.00noon.

Please visit <https://budmouth.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.)

If you do not have access to the internet, please contact Mrs Whitehead on 01305 830502 who will be happy to add appointments on your behalf.

Members of the Senior Leadership Team will be available to talk to parents and if you are the parent/carers of a SEND student, you will be able to book an appointment with Mrs Emms, SENDCo.

Evenings like these are crucial on your child's journey towards fulfilling their potential whilst at Budmouth Academy and we hope that you will be able to attend.

We look forward to seeing you.

Yours sincerely



Peter Hudson
Vice Principal

Parents' Guide for Booking Appointments

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

Parent Login Code: 0111 1240	Student Date Of Birth: 20 July 2000
Email: rabbow@gmail.com	Confirm Email: rabbow@gmail.com
<button>Log In</button>	

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Enter your unique login code shared by the school.

Parents' Evening	
This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.	
Click a date to continue:	
Thursday, 16th March Open for bookings	>
Friday, 17th March Open for bookings	>
I'm unable to attend	

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Mode
Select how you'd like to book your appointments using the option below, and then hit Next.
<input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability
<input type="radio"/> Manual Choose the time you would like to see each teacher
<button>Next</button>

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers
If there is a teacher you do not wish to see, please untick them before you continue.
Ben Abbott
<input checked="" type="checkbox"/> Mr J Brown SENCO
<input checked="" type="checkbox"/> Mrs A Wheeler Class 11A
<button>Continue to Book Appointments</button>

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times																				
The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.																				
<table><thead><tr><th></th><th>Teacher</th><th>Student</th><th>Subject</th><th>Room</th></tr></thead><tbody><tr><td>17:10</td><td>Mr J Brown</td><td>Ben</td><td>English</td><td>E5</td></tr><tr><td>17:25</td><td>Mrs A Wheeler</td><td>Ben</td><td>Mathematics</td><td>M2</td></tr><tr><td>17:45</td><td>Dr B McNamee</td><td>Andrew</td><td>French</td><td>F1</td></tr></tbody></table>		Teacher	Student	Subject	Room	17:10	Mr J Brown	Ben	English	E5	17:25	Mrs A Wheeler	Ben	Mathematics	M2	17:45	Dr B McNamee	Andrew	French	F1
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<button>Accept Appointments</button> <button>Cancel Appointments</button>																				

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H5) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30		✓	
16:40			
16:50	+		+
17:00	+		+

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time. Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Home	My Bookings	Book Appointments		
View 11 Appointments				
11 Appointments reserved for 2 minutes. If you're happy with them, please choose the Accept button at the bottom.				
	Teacher	Student	Subject	Room
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17:45	Dr B McNamee	Andrew	French	F1
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17:25	Mrs A Wheeler	Ben	Mathematics	M2
17:45	Dr B McNamee	Andrew	French	F1

Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.