



Tudor Grange Academy
Kingshurst

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Principal: Damon Hewson

Meet the Tutor and Information Evening (Years 7-13) Wednesday 10th October 2018

Dear Parent/Carer

On **Wednesday 10th October 2018**, we will be holding a *Meet the Tutor and Information Evening* from **4:00pm to 7:30pm**. All students in year 7 to year 13 are required to attend. The purpose of this meeting will be to personally welcome you to the new academy and college systems. This is a great opportunity to formally meet your child's academic tutor. In addition, College Leaders, Assistant College Leaders, College Mentors and Student Services representatives will be on hand to offer guidance or answer any concerns or queries.

Please visit <https://ctcka.parentseveningsystem.co.uk> to book your appointments. A user guide has been included with this letter and can also be found on our website. Should you have any difficulties using this system, please contact the school office or office@kingshurst.tgacademy.org.uk. If for some reason you cannot get a suitable time please let us know so we may book a progress slot with another senior member of staff for your convenience.

I look forward to seeing you on **Wednesday 10th October 2018** and hope you find it to be an informative and purposeful evening.

Yours faithfully

Miss Ivery
College Leader (Data and Outcomes)



Parents' Guide for Booking Appointments

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

Parents' Evening System

Welcome to the Green Abbey 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" forename that matches our records (no abbreviations).

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.

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 A Lubbock - Class SA

Dr R. Achamano - French

Dr R. Manzanao - German

Dr S. Mandad - Science

Mrs D Mumford - Mathematics

Mr V Stockill - PSE

Miss J Young - Physical Ed

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.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

	Mr J Atkinson English ES	Mr A Gray French L2	Mr A Pinkney Geography HS	Mr K Jacobs History HS	Mrs L Vernon Mathematics MA
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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.

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 to save your changes.

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. To send the school feedback about this system, click on "Send Feedback".

Home **Appointments**

Public Appointments

Your Appointments

Select Evening: 24/01/2013

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (HS)
16:25	
16:30	Mr J Atkinson - English (ES)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (HS)
16:55	
17:00	Mrs L Vernon - Mathematics (MA)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

Parents' Evening

This parents' evening is for the school via the main entrance for the Main Hall where parking is available in the main school car park.

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

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.