



September 2022

Dear Parent / Carer,

We would like to invite you to our Year 7 Welcome to Minsthorpe evening on **Thursday 6<sup>th</sup> October from 3.30pm – 6.00pm.**

On this evening you will have the opportunity to:

- Listen to a presentation in the main hall
- Meet with your child's mentor

### **Welcome Presentation**

There will be two short talks during the evening at 4:00pm and 5:00pm by the Principals and year office staff. Mr Ruston will also be delivering a session regarding home learning and knowledge organisers. There will only be limited seating during the main hall talks, so you should consider carefully the number of family members who will need to attend.

### **Discussion with mentors**

On the evening you will receive a report about your child's start to Minsthorpe. We welcome the opportunity for you discuss this with their 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 6<sup>th</sup> October.

Yours sincerely,

*H Bird*

Miss H Bird  
CCTL Year 7

*G Lumley*

Mr G Lumley  
ACCTL 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 <https://minsthorpe.parentseveningsystem.co.uk/>

<p><b>Parents' Evening System</b></p> <p>Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link confirmation - please ensure your email address is correct.</p> <p><b>Your Details</b></p> <p>Title: <input type="text" value="Mr"/> First Name: <input type="text" value="John"/> Surname: <input type="text" value="Smith"/></p> <p>Email Address: <input type="text" value="john.smith@gmail.com"/> Confirm Email Address: <input type="text" value="john.smith@gmail.com"/></p> <p><b>Child's Details</b></p> <p>First Name: <input type="text" value="Sarah"/> Surname: <input type="text" value="Smith"/> DoB dd/mm/yyyy: <input type="text" value="26/11/2005"/></p> <p><input type="button" value="Login &amp; Continue"/></p> <p><b>Year 7 Mentor Evening</b></p> <p>TBC <span style="float: right;">Click a date to continue</span></p> <p style="text-align: center;">Thursday, 27th September Open for bookings &gt;</p> <p style="text-align: center;"><a href="#">I'm unable to attend</a></p>	<p><b>Step 1: Login</b></p> <p>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).</p> <p><b>Step 2: Select Parents' Evening</b></p> <p>Click the <i>date</i> to select the parents' evening you want to make appointments for.</p>
<p><b>Choose Booking Method</b></p> <p>Select how you'd like to book your appointments, then click Next.</p> <p><input checked="" type="radio"/> <b>Automatic</b> Automatically book the best possible times based on your availability</p> <p><input type="radio"/> <b>Manual</b> Choose the time you would like to see each teacher</p> <p><input type="button" value="Next"/></p>	<p><b>Step 3: Select your booking method</b></p> <p>To let the system book a time slot for you, click <i>Automatic</i> and then <i>next</i>.</p> <p>To choose your own time slot, click <i>Manual</i> and then click <i>next</i>.</p>
<p><b>Choose Teachers</b></p> <p>If there is a teacher you do not wish to see, please untick them before you continue.</p> <p><input checked="" type="checkbox"/> Mr M Cameron Class 7.2</p> <p><input checked="" type="checkbox"/> Mrs E Patton Year 7</p> <p><input type="button" value="Continue to Book Appointments"/></p>	<p><b>Step 4: Choose Teachers</b></p> <p>Your children's teachers will appear. Ensure the teachers you wish to see are <i>ticked</i>. If you do not wish to see a teacher, click on their name to de-select them.</p> <p>Click on the <i>Continue to Book Appointments</i> button to proceed.</p>

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	<p><b>Step 5: Book Appointments</b></p> <p>Hover over the time slot you'd like to book and click <i>Book</i> to make your appointment with the teacher. Click <i>Save</i> and then repeat this for all the teachers you wish to see. After you have finished booking all your appointments, you can close your web browser. You will receive an email confirming your bookings.</p>
	<p><b>Viewing/Editing/Printing Appointments</b></p> <p>You can also view and print your appointments online by clicking the <i>My Bookings</i> button. You can change your appointments by clicking on <i>Amend Bookings</i> button on the My Bookings screen, this will take you back to <b>Step 5</b>.</p>

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