Minsthorpe Community College | Motivation • Commitment • Care



September 2025

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** 2nd **October 2025 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 2nd October 2025.

Yours sincerely,

1 Harnell N Ellis
Mr L Harnell Mrs N. Ellis

Head of Year 7 Assistant 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 https://minsthorpe.parentseveningsystem.co.uk/

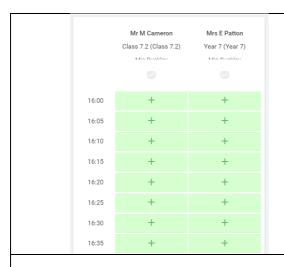
Parents' Evening System Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a li Confirmation - please ensure your email address is correct. Your Details Title First Name Surname		Step 1: Login Please fill out all the details on the page.
	Irname Smith	A confirmation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

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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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