



Brine Leas Sixth Form

An Academy

Believe, Learn, Succeed

26th November 2018

Year 13 Parents' Evening – Thursday 13th December 2018

Dear Parent/Guardian

The Year 13 Parents' Evening will be taking place on Thursday 13th December 2018, from 4.00pm to 6.30pm, when staff will be available to discuss any queries or concerns with you and your son/daughter.

Appointments are made online via the Parents Evening booking system, which will be accessible via My Child At School (www.MyChildAtSchool.com). The booking system will open from 4pm on Friday 30th November 2018 and a brief instruction guide is attached.

If you have a query regarding access to MyChildAtSchool, please contact the Data Office via email: data.team@brineleas.co.uk

Please complete the reply slip below to indicate if you are able to attend the Parents' Evening and return to the BL6 Admin Office by Monday 10th December 2018.

Yours faithfully

Mrs H Bailey
Year 13 Progress Manager

Year 13 Parents' Evening - Thursday 13th December 2018

Please return to the BL6 Admin Office by Monday 10th December 2018

Please tick the appropriate box below to indicate your attendance:

I/We will be able to attend and will make appointments via MyChildAtSchool

I/We will not be able to attend

Name of Student: Form:

Signed: Date:
(Parent/Guardian)

Head of Sixth Form:
Miss C Lewis

Headteacher:
Mr Andrew Cliffe

Audlem Road, Nantwich
Cheshire, CW5 7DY

Tel. 01270 621612
Fax. 01270 610373
Email. admin@bl6.org.uk

www.brineleas.co.uk/BL6




Brine Leas School is a charitable company limited by guarantee, registered in England and Wales (company number 7344747) at the above address

Guide to Parents Evening Booking through My Child at School.

Login to My child at School using your normal User Name and Password. Please note, the School ID Number is 11146.

www.MyChildAt School.com
Parents Evening Guide

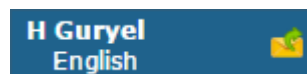
Choose the Parents Evening Tab at the top.
This is the area parent/carers will access in order to arrange Parents Evening appointments.

Parents Evening: 
Date: 22 June 2016, 16:00
Booking will close on 21 June 2016, 15:00

Begin by selecting the relevant Parent's Evening from the dropdown list.
This will now display the Appointments that need booking and Appointments that have already been booked.

Appointments that need booking				
Mr S Smith English	Mr C Taylor Mathematics	Mr B Martin 11A	Mr S Lewin Modern Foreign Lang	Mrs C Andrews Design & Technology
Mr W Middleton ICT	Mr M Xavier Art & Design	Miss M Jarman ICT	Mr W Cranston English	Mrs J Cloke Music
Mr J Condon Year 11	Mr R Norris Physics	H Guryel English	P Rees Geography	Mr M Pradeep Music
Rev D Leeman PE	Mr B Armour ICT	Mr D Adams Art & Design	Ms P Bagshaw Physics	Mr S Balgobind History
Mr P Rees Mathematics	Miss F Charles Drama	Ms P Lane Citizenship	Mr S Duffy Mandarin	Miss F Weiter English
K Phoenix Design & Technology	N Middleton English			

You can send a message to a member of staff (if there is a specific query you need to ask), mouse over the block and click on the Envelope icon that will display.



Then fill out the message box and send, the teacher concerned will now be able to respond to the message at the Parents evening appointment.

Please note this system is not a replacement for email.

Send Cancel

To H Guryel

Subject

Message

Dear Mr Guryel,

We would like to discuss David's homework with you at the Parent's Evening.

Mrs Addison

To book an appointment simply click on the blue block, the Time Slots will now be displayed, click on the word **Book** in a time slot that is available, that time slot will change to red to show it is no longer available.

Time slots for H Guryel		
Time	Available	
16:00		
16:13	Available	Book
16:26	Available	Book
16:39		
16:52	Available	Book
17:05	Available	Book
17:18	Available	Book
17:31	Available	Book
17:44	Available	Book
17:57	Available	Book
18:10	Available	Book
18:23	Available	Book
18:36	Available	Book
18:49	Available	Book
19:02	Available	Book
19:15	Available	Book
19:28	Available	Book
19:41	Available	Book
19:54	Available	Book

The selected block will no longer appear in the Appointments that need booking section and will now appear in the Appointments that have already been booked, with the booking information. In this section, there is the ability to Print, if you would like a paper copy of the appointment times.

Appointments that have already been booked				Print
Time: 16:00	Teacher: Mr P Montmartre	Subject: PE	Location: Main Hall	X
Time: 16:39	Teacher: Mr J Pattinson	Subject: Geography	Location: Main Hall	X
Time: 17:31	Teacher: H Guryel	Subject: Engli	Location: Main Hall	X

To change an appointment, click on the Red X to the right, this appointment will now be removed from the Appointments that have already been booked and added back to the Appointments that need booking section.

If you have any problems connecting to www.MyChildAtSchool.com please contact the Data Office via email : data.team@brineleas.co.uk