

The Warriner School

Responsible - Respectful – Ready

A member of The Warriner Multi Academy Trust

Headteacher: Dr Annabel Kay



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19th March 2019

Dear Parent, Carer or Guardian,

Year 7 Subject Consultation Evening – Tuesday 2nd April 2019

We are pleased to invite you to the Year 7 Subject Consultation Evening on Tuesday 2nd April.

The evening will run from 3.30 pm until 7.30 pm and will take place in the following locations:

Library – History & Geography (Humanities), Asdan, Integ Studies

Drama Studio – Art, Drama

Music Dept - Music

Maths Block (downstairs) – French, Games (P.E.)

Main School Hall – English, Maths, Science, Computer Studies, Technology

Appointments with individual subject teachers will be 5 minutes long and if an issue requires a longer conversation then a follow up appointment can be made. Should you require feedback or a conversation with an additional teacher then please get in touch with the teacher(s) via email. Staff email addresses can be found on the 'Contact Us' page of our website.

Our booking system is part of Groupcall, which also provides our school messaging system, therefore logging in is very straightforward and does not require a code.

How to book:

Go to <http://www.parents-booking.co.uk/warriner>

PLEASE NOTE: You need to type this address into your website browser's 'address bar'. Do not try to 'Google' this website address or use a search engine as that will not work. This is a common mistake on phones and tablets especially. DO NOT TRY TO LOG IN BEFORE THE DATE/TIME BELOW.

You will need:

- Your child's legal first name and legal surname, as provided to the school
- Your name, as provided to the school
- Your child's date of birth

The system goes live **at 6.00 pm on Tuesday 26th March** and will be open to take your bookings until **Monday 1st April at 12.00 pm**. Parents of twins or same-year siblings will be contacted in advance of the system going live to ensure bookings for both children can be made easily.



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Once you have logged in, you can either make appointments manually to take into account subject locations, or use the 'Automated Booking' wizard to make your appointments. For the wizard you will be asked to enter your availability and choose which teachers you want to see before being shown the most efficient order for visiting those teachers on the night. Appointments are provisional for five minutes and require confirmation. You can then print your appointment list or receive it by email.

Troubleshooting Tips - please read before booking!

- To log in you need to enter the *exact* details we have on record for you and your child. If you have recently changed your title or surname, for example, and not informed us, we will be expecting you to login with the details we have on record.
- If you have a hyphenated name and are struggling to log in please insert/remove spaces around the hyphen as names have sometimes been entered with/without spaces.
- The email address you enter is only used to receive a confirmation of your appointment. If the system gives you an error when you login, it will not be the email address that is the problem.
- If you have more than one child to make bookings for, use the 'Change Child' button on the blue bar (above the school's name) in the very top left corner of the Parent's Booking Page to swap between your children. *This does not apply to the Booking Wizard, where your children are tabbed above the teacher names*

If you do not have internet access then please telephone Jackie Bartlett (Option 1 on telephone system) and she will organise appointments for you.

We feel it is important that students also attend these meetings so that they can hear what the teachers have to say and we would positively encourage their attendance.

When you arrive for the evening, **please register with Prefects in the foyer of the School Hall**, where you will be given a Parental Questionnaire to complete, and your Data Collection Sheet for checking and amending where necessary. Please allow a few minutes to do these.

We look forward to seeing you on Tuesday 2nd April.

Yours sincerely,

G. Burch

Mrs G Burch
Assistant Headteacher

J. Knowles

Mr J Knowles
Head of Year 7