



Queen Mary's Grammar School

Headmaster: R J Langton, M A

November 2019

Dear Parents

Year 7 Academic Review

We will be holding our Academic Review for pupils and parents of Year 7 on Monday 9th to Wednesday 11th December, between 8.40am and 3.40pm. We hope that at least one parent will be able to attend the appointment.

The purpose of the review is for you to have the opportunity to discuss your son's progress and how he has settled in this term with his Form Tutor. This will enable realistic targets to be set for the Spring Term, allowing pupils, parents and the school to work together. The grades awarded for the autumn term will be issued to your son on Friday 6th December for discussion at home before the review.

Appointments for the Academic Reviews will be made using an online booking system to allow parents to choose their own appointment time with the form tutor. The review meeting will be a maximum of 20 minutes in length. Once you have logged on and successfully selected an appointment time, you will receive an email confirmation.

Appointments can be made from Monday 25th November (6.30 p.m.) until Monday 2nd December (8.00 a.m.). Should you wish to make any changes after this date please contact the school. Please visit <https://queenmarysgrammar.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) You will only need your son's first name, his surname and date of birth in order to access the online system. The primary parents details will also be needed. If you do not have access to the internet, please contact the school who will be happy to add appointments on your behalf.

Boys who have an afternoon appointment will be allowed to go home with their parents following their appointment if they so wish.

We always value the opportunity to engage in detailed dialogue with you about your son's progress and also look forward to welcoming you to the Year 7 Parents' Evening on Thursday 12th March, where you will have the opportunity to meet with individual subject teachers.

On the day of your review, please may I draw your attention to the need for responsible parking so that access for the Emergency Services is available at all times. Unfortunately here will be no room for parent parking on the school site so if you could show consideration for our neighbours when parking on the streets around the school, that would be appreciated. When you arrive, please walk down the main drive and follow signs to the Collier Centre where the reviews will be being held.

We hope that you find the review meeting worthwhile, and value any feedback from parents about such events and their validity.

We look forward to seeing you.

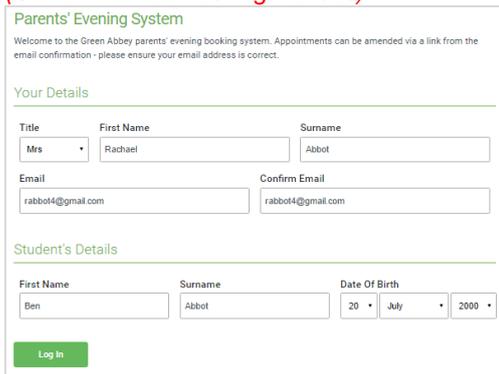
Yours sincerely

Richard Langton
Headmaster

Parents' Guide for Booking Appointments

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

(Screenshot for most login cases)



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: Mrs | First Name: Rachael | Surname: Abbot

Email: rabbot4@gmail.com | Confirm Email: rabbot4@gmail.com

Student's Details

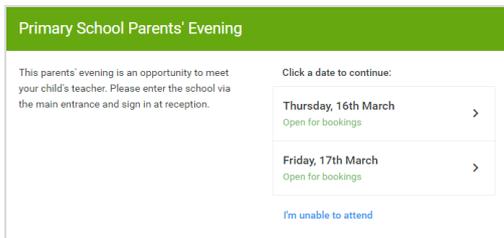
First Name: Ben | Surname: Abbot | Date Of Birth: 20 July 2000

[Log In](#)

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointment time will be sent to the email address you provide.

Please use your child's preferred forename.



Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

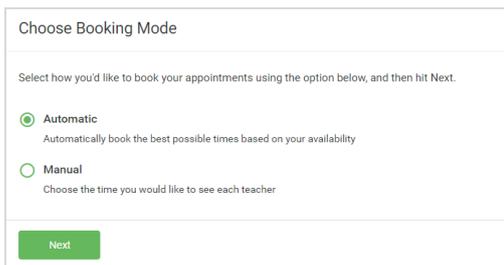
- Thursday, 16th March
Open for bookings >
- Friday, 17th March
Open for bookings >

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Step 4: Choose Teachers

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown
SENCO

Mrs D Mumford
Mathematics

Mr J Sinclair
English

Mrs A Wheeler
Class 11A

Andrew

Miss F Burton
Mathematics

Dr R McNamara
French

Mr J Sinclair
English

[Continue to Book Appointments](#)

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input type="checkbox"/>		<input type="checkbox"/>
17:00	<input type="checkbox"/>		<input type="checkbox"/>

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Year 11 Student Evening
Appointment Times (16:30 - 18:00) Thursday, 19th April

This parent evening is for pupils in year 11. Please enter the school on 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.

Time	Teacher	Student	Subject	Room
16:30	Mr J Brown	Ben	SENCO	A2
16:40	Mr J Sinclair	Ben	English	05
16:50	Mr J Sinclair	Andrew	English	05
16:50	Mr J Sinclair	Ben	History	06
17:25	Miss F Burton	Andrew	Mathematics	M2
17:30	Miss Wheeler	Andrew	Science	06

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.