

25 January 2019

Dear Parents

Year 8 Progress Evening – Tuesday 5<sup>th</sup> February 2019

**Booking System opens Tuesday 29<sup>th</sup> January at 7.30pm**

We are writing to remind you all of the Year 8 Progress Evening on Tuesday 5<sup>th</sup> February 2019 between 3.30-6.30pm to discuss your child's progress in Year 8.

**Please note**

As a result of some staff having a number of Year 8 classes it may be that certain staff are heavily oversubscribed. If you cannot get an appointment at a convenient time then please contact the teacher via the email address on the school website (see link above).

The details for booking an available slot with your child's teachers are available below:

<http://www.parents-booking.co.uk/henrybeaufort> (PLEASE NOTE: You will 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.)

Log in to see which appointments are available and select one that is convenient for you. In some cases staff may have already pre-booked appointments with you to discuss your child's progress.

**You will need:**

- Your child's legal first name and legal surname
- Your child's date of birth (dd/mm/yyyy)

The system is live **on Tuesday 29<sup>th</sup> January at 7.30pm** and will be open to take your bookings until **Tuesday 5<sup>th</sup> February at 9.00am**.

On the evening:

- There will be a signing in sheet on entry to the Prague building at The Henry Beaufort School.
- There will be an opportunity to provide feedback to us through the parent questionnaire on the evening.
- Please arrive promptly to your appointments to maximise the positive discussion time.
- We advise you to bring your child with you to support the discussions around their progress.

Please note that appointments are limited in time to allow all parents to meet their child's teachers. If you require a further consultation please inform the teacher who will be able to arrange an alternative time. Staff email addresses are available through our website or alternatively email

admin@staff.beaufort.hants.sch.uk:

<http://www.beaufort.hants.sch.uk/page/?title=Contacting+your+child%27s+tutor+or+teacher&pid=425>

**Troubleshooting Tips - please read before booking!**

To login you need to enter the 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.

- The child's date of birth has to be entered in exactly the right format e.g. using four digits for the year of birth - 12/09/2009
- 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 several children 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.

**If you are in need of additional support please contact Mrs Martin on 01962 880073 or [martin20@staff.beaufort.hants.sch.uk](mailto:martin20@staff.beaufort.hants.sch.uk)**

We look forward to seeing you on Tuesday 5<sup>th</sup> February 2019.

Yours sincerely  
Mrs Briggs  
Head of Year 8