

# MANOR

## CHURCH OF ENGLAND ACADEMY, YORK

Established 1812 • Principal: Mr Simon Barber, MA



25<sup>th</sup> November 2019

Dear Parent / Guardian,

I am writing to express my thanks to you for your support over the last few weeks, during the Year 11 mock exam period. In their exams and in the examination hall itself, students were focussed and used the whole process as a positive experience towards the summer; a lot of this comes down to the support at home and from their teachers for which I am very grateful.

I include below some key dates for your diary:

- Thursday 5<sup>th</sup> December - Year 11 Report 1 issued
- Thursday 5<sup>th</sup> December - Year 11 Parents Evening Booking System opened (at 7:30pm)
- Wednesday 11<sup>th</sup> December - Year 11 Parents Evening (3:50pm to 7pm)

The Year 11 reports will be sent home with your child on Thursday 5<sup>th</sup> December and will include your child's mock exam result ("Current Grade" on the report) and your child's predicted final grade ("Forecast Grade" on the report) as well as an attitude to learning grade. Later that evening, at 7:30pm, the online booking system will open for you to make direct appointments with your child's teacher.

This system is new this year, to improve the whole parents evening process and provide you with greater control. The portal (<https://manorceacademy.parentseveningsystem.co.uk>) opens on Thursday 5<sup>th</sup> December at 7:30pm and step by step instructions are on the reverse of this letter; due to the numbers of parents attending there will be capacity for you to book a total of six appointments. This link will also be on the school website.

Thank you once again for your on-going support.

Yours sincerely,

Andrew Hill  
Vice Principal (Curriculum)

Manor Church of England Academy  
Millfield Lane, Nether Poppleton, York YO26 6PA  
Tel: 01904 798722 Fax: 01904 782902

Email: [admin@manorceacademy.org](mailto:admin@manorceacademy.org)

[www.manorceacademy.org](http://www.manorceacademy.org)



EBOR  
TEACHING SCHOOLS ALLIANCE  
*Because great teaching changes lives*



**Hope Learning Trust York**

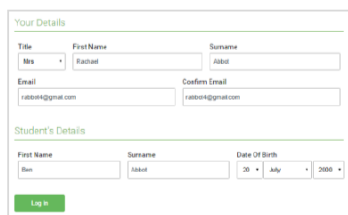
A member of the Hope Learning Trust, York

[www.hopelearningtrust.org](http://www.hopelearningtrust.org)

Company registered in England no. 7559537. VAT no. 117 4568 08.  
Registered office Millfield Lane, Nether Poppleton, York YO26 6PA.

## Parents' Guide for Booking Appointments

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



**Your Details**

Title: Mrs, First Name: Rachael, Surname: Abbott

Email: rachael@parent.com, Confirm Email: rachael@parent.com

**Student's Details**

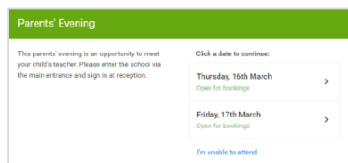
First Name: Ben, Surname: Abbott, Date Of Birth: 20 • July • 2008

Log In

### Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.



**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

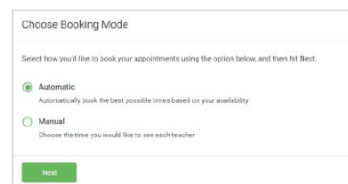
Friday, 17th March  
Open for bookings

It's 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

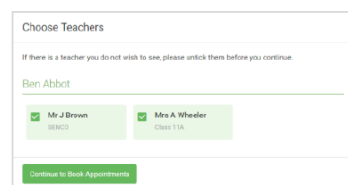
Manual  
Choose the time you would like to see each teacher

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. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

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



**Choose Teachers**

If there is a teacher you don't wish to see, please untick them before you continue.

Ben Abbott

Mr J Brown  
Class 11A

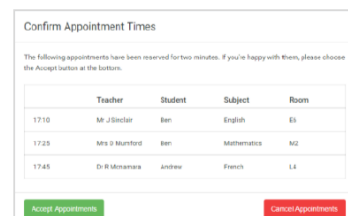
Mrs A Wheeler  
Class 11A

Continue to Book Appointments

### Step 4: Choose Teachers

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.

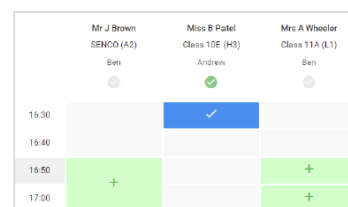
Teacher	Student	Subject	Room
Mr J Wheeler	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monaghan	Andrew	French	L4

Accept Appointments Cancel Appointments

### Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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)	Mica B Patel Class 10E (H5)	Mrs A Wheeler Class 11A (L1)
16:30	Ben	Andrew	Ben
16:40			
16:50	+		+
17:00			+


### 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.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



**My Bookings**

Thursday, 16th April

The calendar displays the available slots for 11. Please note that slots are held for 2 minutes and are subject to change. Slots are held for 2 minutes before being released to other parents.

Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E5
Mrs D Mumford	Ben	Mathematics	M2
Dr R Monaghan	Andrew	French	L4
Mr J Wheeler	Ben	English	E5
Mrs A Wheeler	Ben	English	E5
Mica B Patel	Andrew	Mathematics	M2
Mica B Patel	Andrew	Mathematics	M2

### Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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