

Our ref: TPY/SWD/Meet the Tutor

30 September 2024

Dear Parent/Carer

**Year 7 – Meet the Tutor Evening
Thursday 17 October 2024**

I'm delighted to invite you all to our Year 7 Meet the Tutor Evening on Thursday 17 October 2024 at The Academy. The event will take place in the Barnden Hall between 4.00pm – 7.00pm.

The aim of this evening is for you to meet your child's Tutor and to discuss and share any particular pastoral needs that they may have.

We recognise that it is important for you to have the opportunity to share information about your child to their Tutor. The aim of this evening is also to develop the line of communication between home and school to enable the Academy to best support your child.

To book a time slot with the correct Tutor, we have introduced an easy to use online appointment booking system called School Booking. **You will receive an email invitation to activate your account on Monday 7 October 2024.** If you do not receive your invitation email, please contact the Academy on adminteam@theburgesshillacademy.org.uk.

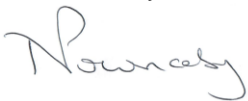
The appointment system will go live at **1:30pm, Friday 11 October 2024.** Please note, appointments will be made on a first come first served basis and each appointment will be limited to five minutes.

Please see the guide on how to make appointments below.

If you have any additional questions that you would like us to address, then please email me at t.pownceby@theburgesshillacademy.org.uk

I look forward to seeing you all there.

Yours sincerely



Tim Pownceby
Assistant Principal

continued....



How to book an appointment

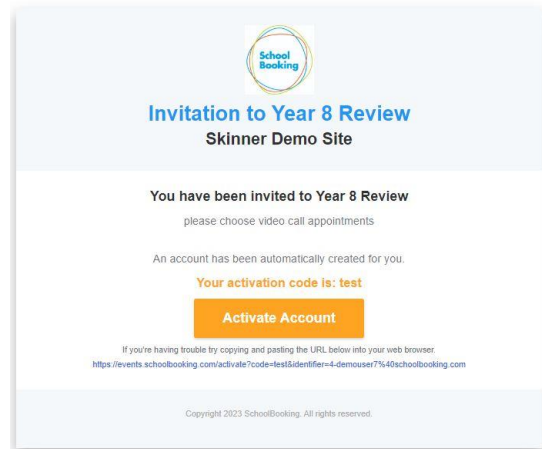


Step 1 – Activation Email & Login

Use the link provided in your activation email. This will open your browser to <https://parents.events.schoolbooking.com/>

From here 'Activate' your account and setup a new password.

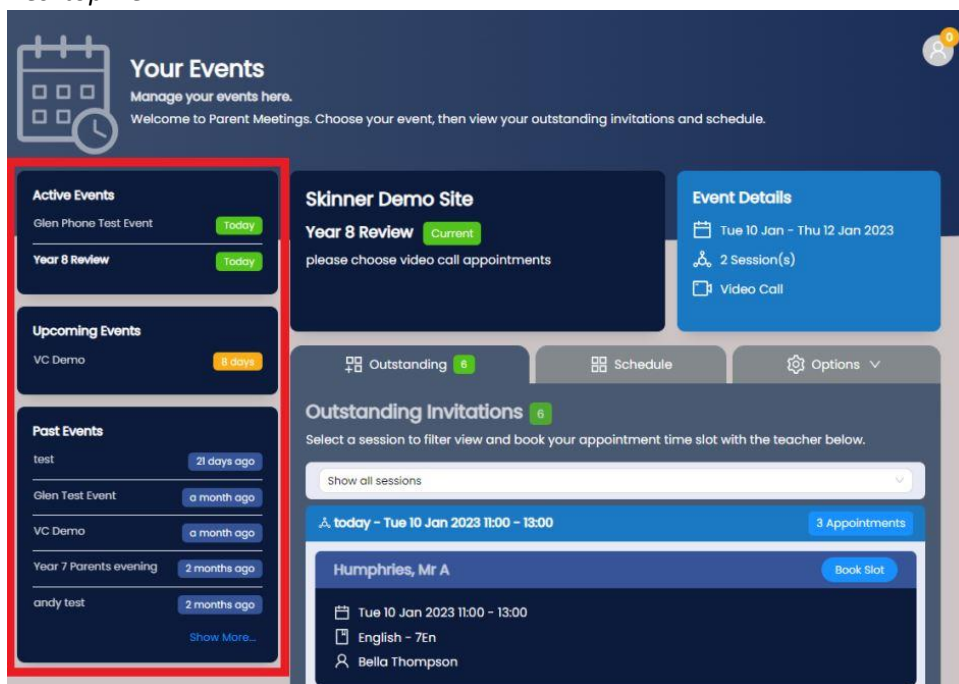
Saving your new password will take you directly to the Events Dashboard (Step2)



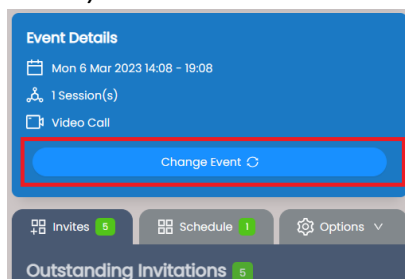
Step 2 – Select the Parent Meeting/Event

When you first login to Parent Meetings the next event will be selected automatically for you. You can change to another event if needed.

Desktop view



Mobile/Tablet view



Inspiring our children and staff to flourish and achieve their best

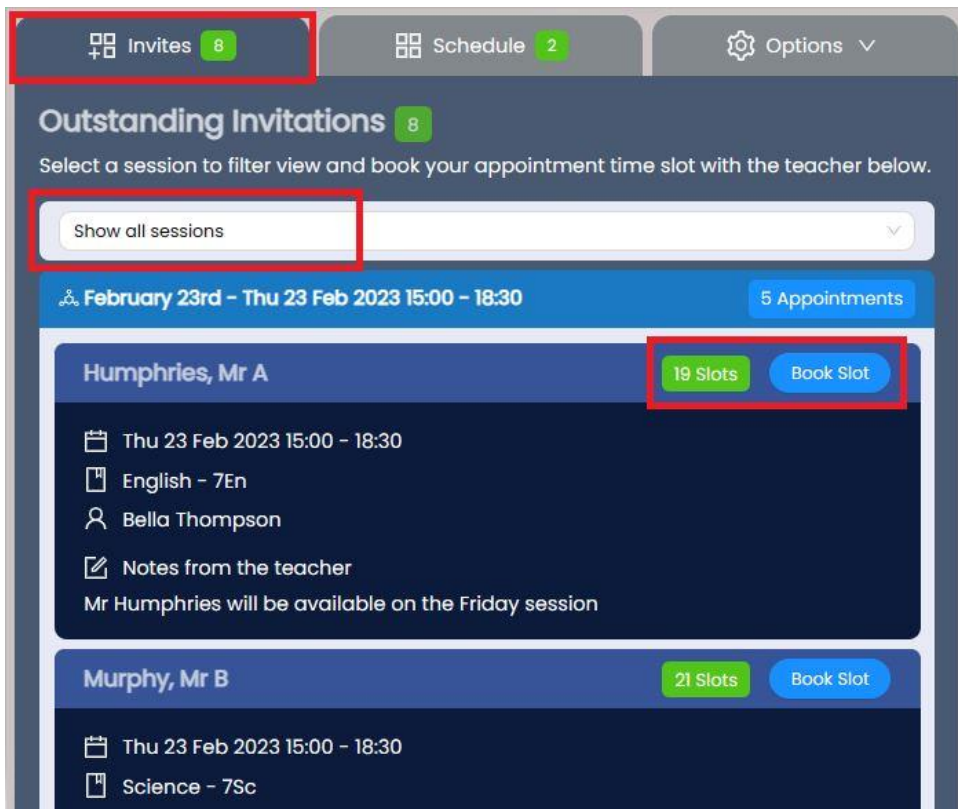
Proud to be part of the University of Brighton Academies Trust

University of Brighton Academies Trust is a charitable company limited by guarantee, registered in England and Wales with company number 7185046.

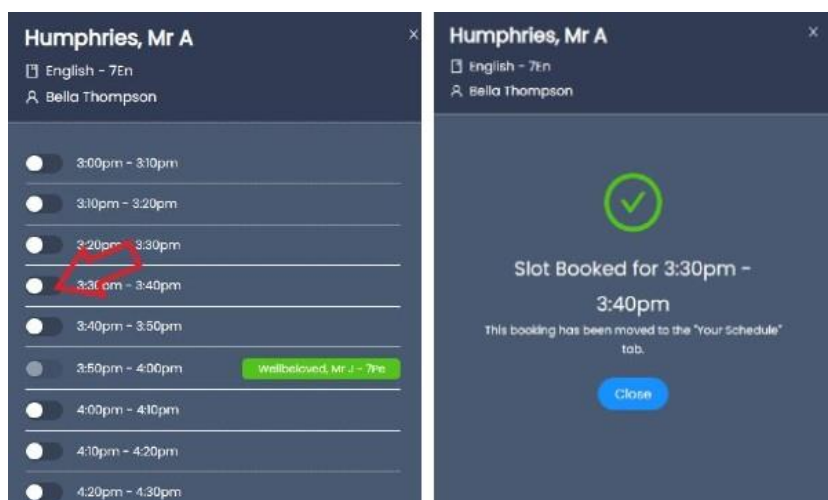


Step 3 – Choose the teachers/subjects and meeting times

Firstly, make sure you are viewing the correct Event (see Step 2). Choose the **Invites tab** to view your outstanding invitations. You will see a list of the available Teachers you can book with and the slots available. If your event has been setup by your school over a few different days, you can filter these 'sessions'. Choose from the available Teachers and select '**Book Slot**'



The available slots will be shown, along with any other bookings you have made so far. Select the time slot and you will see a confirmation and notification that your booking is now in **your schedule**.

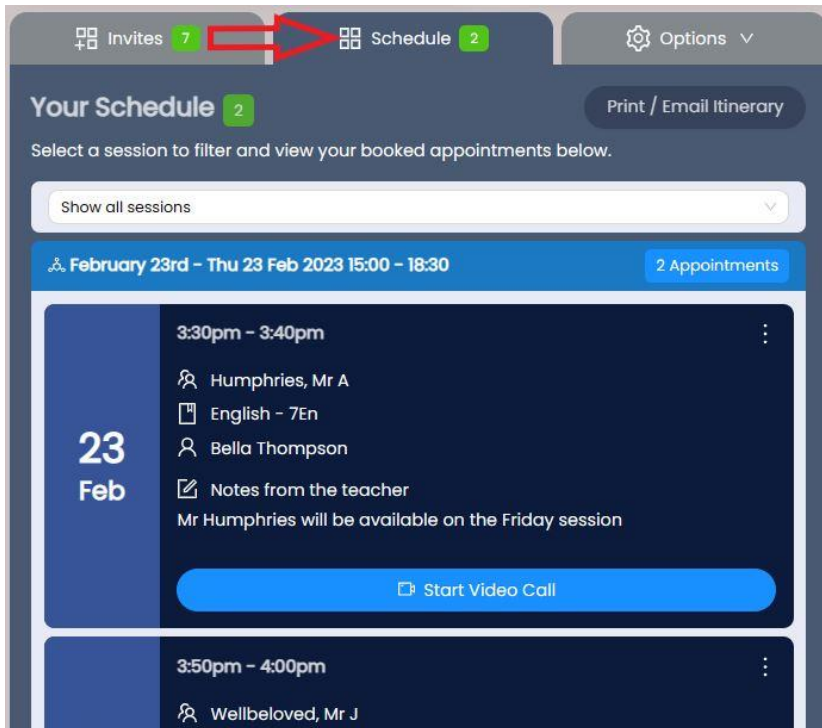


Inspiring our children and staff to flourish and achieve their best

Proud to be part of the University of Brighton Academies Trust

University of Brighton Academies Trust is a charitable company limited by guarantee, registered in England and Wales with company number 7185046.





Make sure you have booked a time for every teacher you want to see and then **print or email your itinerary** ready to bring with you on the day.

You will also receive a reminder email with a copy your itinerary the day before your Parent Meeting.

Step 4 – Install Web App for faster experience.

This is optional, but will make it easier for you to find and manage your appointments in the future. Available for most devices. See this [guide for instructions](#)

Inspiring our children and staff to flourish and achieve their best

Proud to be part of the University of Brighton Academies Trust

University of Brighton Academies Trust is a charitable company limited by guarantee, registered in England and Wales with company number 7185046.

