

Our ref: KST/SWD/ Year 9 Parent Consultation Evening

10 January 2025

Dear Parent/Carer

**Year 9 Parents Consultation and Guided Choices Evening
Thursday 23rd January 2025**

We are holding a Parent Consultation Evening for Parent/Carer's of students in Year 9 on Thursday 23rd January 2025 from 4.00 – 7.00pm; the event will take place at school. The purpose is to discuss your child's work and general progress, as well as discussing their choices for KS4. With this in mind, appointments will be available with subject leaders. Please make appointments with subject leaders (as opposed to class teachers) only if you have specific questions regarding your child's eligibility for their subject.

Please see further details regarding Guided Choices in the Guided Choices Information Packs which your child will receive this week. This is also available as a download on the Guided Choices web page [Guided Choices - The Burgess Hill Academy](#).

We have introduced an easy to use online appointment booking system. This system allows you to choose your own teacher appointment times. You will receive an email invitation to activate your account, if you haven't done so on a previous event, on Monday 13th January 2025. If you have used the system previously, simply head to <https://parents.events.schoolbooking.com/> and enter your email address used for school correspondence.

The appointment system will go live at **1:15pm, Friday 17th January 2025**. 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 do not have access to the internet or there is an issue logging in, then please contact adminteam@theburgesshillacademy.org.uk and we will be happy to help or add appointments on your behalf.

Kind Regards



Mr K Scott
Assistant Principal

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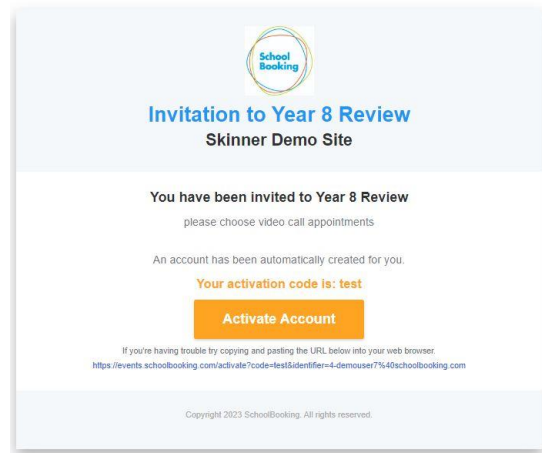
How to book an appointment

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.

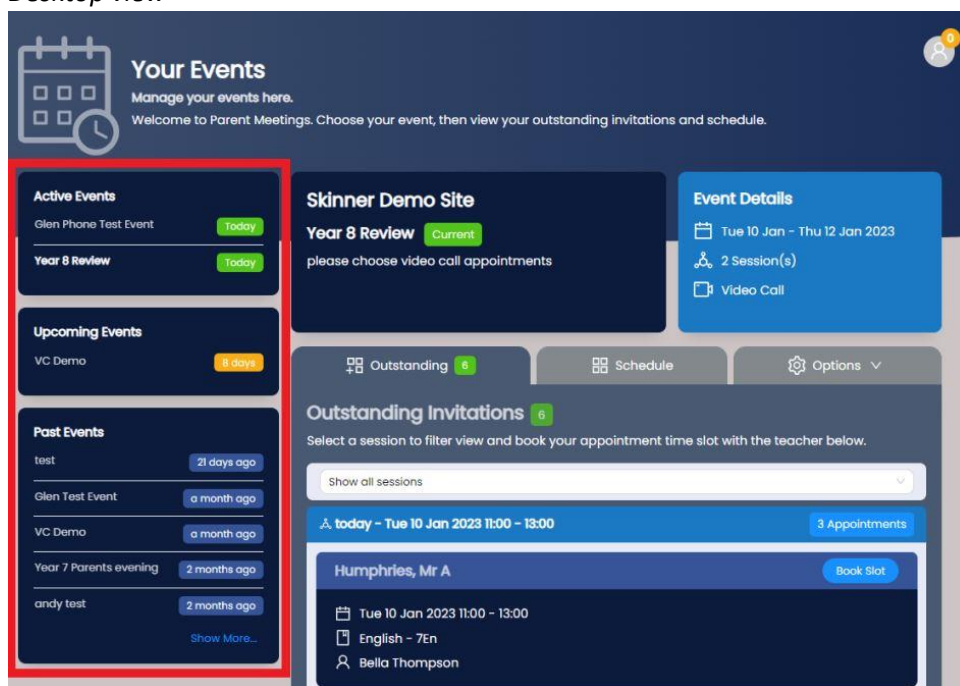
Saving your new password will take you directly to the Events Dashboard (Step2)



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



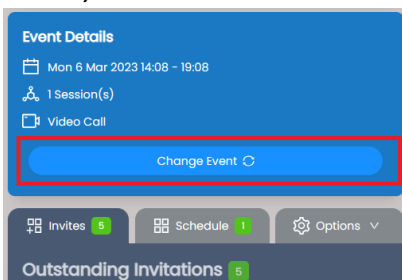
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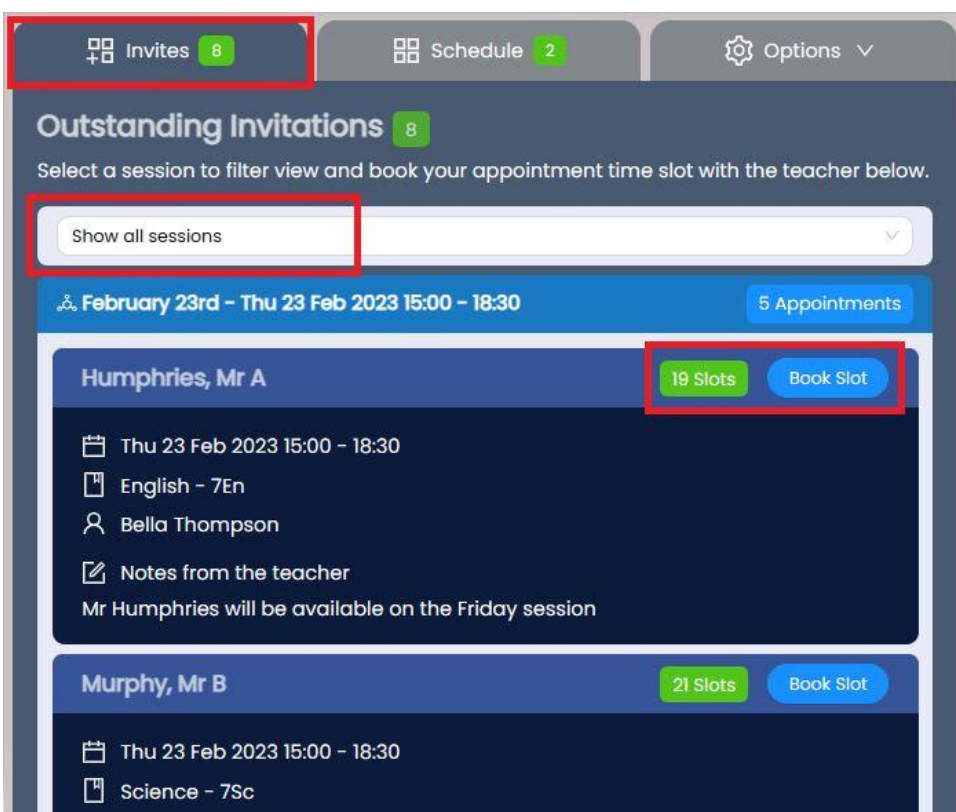


Mobile/Tablet view



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**'



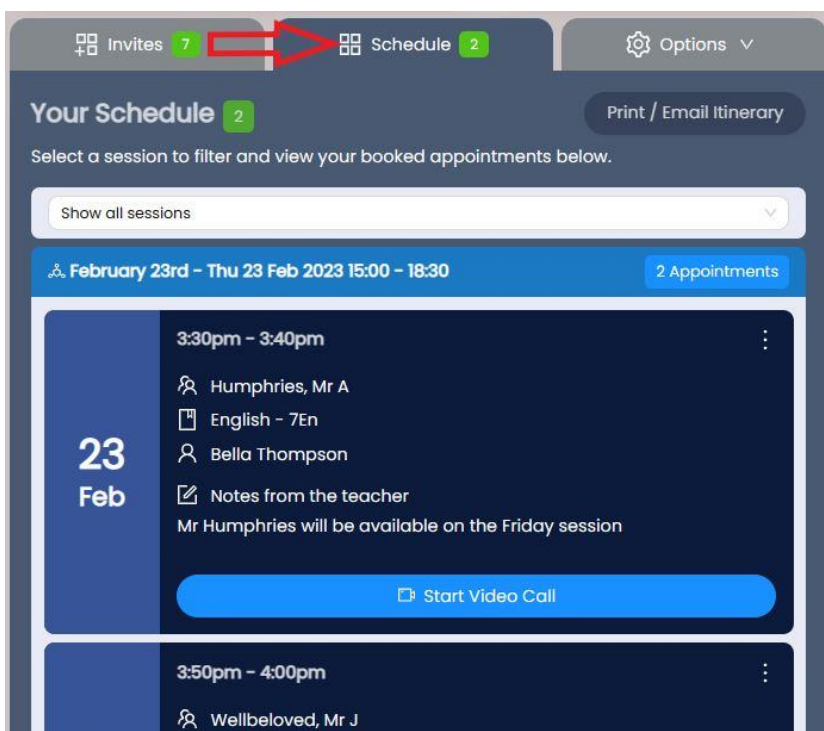
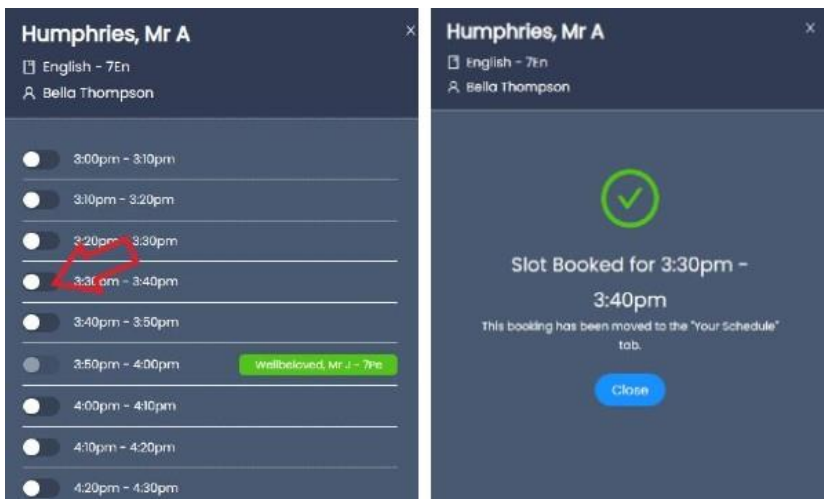
The available slots will be shown, along with any other bookings you have made so far. Select the time slot and you will see a confirmation and notification that your booking is now in **your schedule**.

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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](#)

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