

18th December 2019

Year 7 Parents' Evening
Thursday 16th January 2020



Dear Parent/ Carer,

We are delighted to invite your son/daughter's first parents evening at the academy. This will take place on **Thursday 16th January from 16:00 until 19:00.**

Parents' Evening is the opportunity to meet the teaching staff working with your daughter/son. The purpose of the evening is to offer an insight into how your son/daughter has settled and to gain a wider understanding of their behaviour, academic progress and understand the curriculum.

As we enter a new term, there will be some changes to the timetable which will have some impact the staffing of some lessons. This will mean you meet with the most recent teachers, who may not have taught your daughter/son in the previous term. However, all staff will be receiving comprehensive handovers to ensure they are informed on your child and can have impactful conversations regarding their current standing. On the evening, all Year 7 students will get one positive reflection and one target from each member of staff with a focus on their progress in the future.

The booking system will be open on Monday 6th January 2020 and ready for you to make appointments. A reminder text will be sent on this day. This system can be found at <https://thequest.parentseveningsystem.co.uk/>, with instructions overleaf on how to access the site. The appointments allocated last for 5 minutes. I strongly recommend book manually (not automatic allocation), as not all staff teaching enrichment will be present. If you do have any issues booking appointments please contact your son/daughter's form tutor as soon as possible so this can be rectified.

You will also be able to book appointments with the Pastoral Director, Mrs Stotesbury, and the SEND Manager, Mrs Hollands.

Please be aware that both myself and Mrs Dean, Assistant Principal, teach Year 7 classes so will have limited availability for non-teaching related conversations. Please do book appointments with us but be aware you may be referred to Mrs Stotesbury for pastoral matters on this occasion.

We are looking forward to seeing you on the evening, and having meaningful discussions about your son/daughter's future.

Yours sincerely
Miss Yemi Marshall
Year 7 Achievement Coordinator

Principal: Mr. A. Crofts BA (Hons), PGCE, NPQH

The Quest Academy, Farnborough Avenue, South Croydon, Surrey CR2 8HD

020 8657 8935 office@thequestacademy.org.uk www.thequestacademy.org.uk



Parents' Guide for Booking Appointments

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

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: First Name: Surname:

Email Address: Confirm Email Address:

Child's Details

First Name: Surname: Registration Class:

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you. Please use your child's "preferred" forename that matches our records (no abbreviations). Registration class/Tutor Group – eg: 11.1

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via 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.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

☒ Mr J Atkinson - English
☒ Ms J Estaphan - French
☒ Mr C Hughes - Res Materials
☒ Mr K Jacobs - Geography
☐ Mr M Lubbock - Class 9A
☒ Dr R McNamara - French
☒ Dr R McNamara - German
☐ Dr S Mlondad - Science
☒ Mrs D Mumford - Mathematics
☒ Mr V Stockill - PSE
☒ Miss J Young - Physical Ed

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) to save.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Busy	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see. After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

All Finished!
Your appointments have been saved and an email has been sent confirming your appointments.

Changed Your Mind?
To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

Home	Appointments																																				
<p>Print Appointments</p> <p>Select Evening</p> <p>Parents' Evening 24/01/2013</p>	<p>Your Appointments</p> <table> <tr><td>16:00</td><td></td></tr> <tr><td>16:05</td><td></td></tr> <tr><td>16:10</td><td></td></tr> <tr><td>16:15</td><td></td></tr> <tr><td>16:20</td><td>Mr A Pinkney - Geography (H5)</td></tr> <tr><td>16:25</td><td>Mr J Atkinson - English (E5)</td></tr> <tr><td>16:30</td><td>Mr A Gray - French (L2)</td></tr> <tr><td>16:35</td><td></td></tr> <tr><td>16:40</td><td></td></tr> <tr><td>16:45</td><td>Mr K Jacobs - History (H6)</td></tr> <tr><td>16:50</td><td></td></tr> <tr><td>16:55</td><td></td></tr> <tr><td>17:00</td><td>Mrs L Vernon - Mathematics (M4)</td></tr> <tr><td>17:05</td><td></td></tr> <tr><td>17:10</td><td></td></tr> <tr><td>17:15</td><td></td></tr> <tr><td>17:20</td><td></td></tr> <tr><td>17:25</td><td></td></tr> </table> <p>Add/Edit/Delete</p>	16:00		16:05		16:10		16:15		16:20	Mr A Pinkney - Geography (H5)	16:25	Mr J Atkinson - English (E5)	16:30	Mr A Gray - French (L2)	16:35		16:40		16:45	Mr K Jacobs - History (H6)	16:50		16:55		17:00	Mrs L Vernon - Mathematics (M4)	17:05		17:10		17:15		17:20		17:25	
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Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.