



Together we aspire,  
Together we achieve

CHICHESTER  
HIGH SCHOOL  
FOR GIRLS

SPECIALIST IN ARTS & SCIENCE



HEADTEACHER:  
FIONA OLIVER-WATKINS BSc, PGCE, MA (Ed)

1<sup>st</sup> February, 2012

Dear Parents

**Year 8 Parents' Consultation Evening**  
**Thursday, 1<sup>st</sup> March, 2012**

You are warmly invited to attend the Parents' Consultation Evening on Thursday, 1<sup>st</sup> March, 2012 between 4:00pm – 6:30pm in the Sports Hall. If your daughter is accompanying you, we ask that she attend in full school uniform.

For the first time, we will be using an online booking system for appointments for the evening. This will enable you, as parents, to select the teachers you wish to see at the most suitable times.

You will find attached the instructions for accessing the booking system, which will be available from 9:00am on Wednesday, 8<sup>th</sup> February, 2012 until 3:15pm on Friday, 24<sup>th</sup> February, 2012, to make or change appointments. Please note that the system operates on a first come, first served basis; when you log in to book appointments, you will be able to see the times at which teachers are still available. Please note that changing your daughter's default class teachers may result in your appointments being incorrectly booked. Once you booked your appointments, you will be able to print your appointments sheet ready for the evening.

Should you wish to see the Special Educational Needs Co-ordinator you can make an appointment with her on line by selecting a department, choosing Key Skills and Mrs Childs as the teacher.

I would strongly urge you to attend this evening with your daughter, as it is an excellent opportunity to find out what her current level of attainment is, and how she can further improve her work. It will also be useful in supporting your daughter in the options process.

If you do not have access to the Internet, please contact the Main Office as soon as you can with a list of teachers you wish to see so that appointments can be made on your behalf.

If you have any further queries, please do not hesitate to contact Mrs Bott in the Main Office.

Yours sincerely

*S Lambourne*

Mrs S Lambourne  
Director of Learning, KS3



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## Using the Online Parents Evening Booking System

1. In your web browser, go to <http://www.chichesterhighschoolforgirls.co.uk>
2. Click on the link entitled 'Parents evening Bookings' on the left hand side of the screen
3. You will be presented with the login screen. Complete your details under the 'Your Details' section, and your daughter's details in the 'Child's Details' section.
4. Click the 'Login & Continue' button.
5. You will then be asked to choose which parents evening to book for. Click the large green tick next to the **Year 10** Parents Evening section.
6. The system will present you with a list of your daughter's teachers. Click the "Continue to Book Appointments" button at the bottom of the page.
7. You will then see a grid of teachers and appointment times. Click the "Book" link in the appropriate row and column to select a time with each teacher you want to see. The page will refresh after each booking and your daughter's name will be shown in the box for the booked slot.
8. If you change your mind or click on the wrong appointment, click the red X under your daughter's name for the slot you wish to change. Please note that there is a 5 minute gap set between the appointments which you make.
9. Once all the appointments you want to book are shown, click on the "Click Here" blue text in the yellow box at the top of the screen.
10. You can View or Print your appointments via the 'Appointments' tab at the top of the screen
11. The system will now send you an email confirming the appointments you have made. To make alterations you can either click on the link from within your email or login to the system again
12. Once you have finished, log out by clicking the "Logout" link at the top of the page.