



Ladybridge  
High School  
*challenge aspire enjoy excel*

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**Headteacher:**  
Mr Martin Witter

8<sup>th</sup> January 2018

Dear Parent/Carer

**Year 8 Parents' Evening 25<sup>th</sup> January 2018 - Online Appointment Booking**

I would like to invite you to attend a Year 8 Parents' Evening on 25<sup>th</sup> January 2018 from 4.00pm until 7.00pm. This is an important evening and provides you with an opportunity to discuss your son/daughter's progress.

The appointments system will be available from 8.00am on Monday 8<sup>th</sup> January and will close on 25<sup>th</sup> January at 12 noon. Should you wish to make any changes after this date, please contact the school office.

Please visit <https://ladybridge.parentseveningsystem.co.uk/> to book your appointments. A short guide on how to add appointments is included on the back of this letter.

The Special Educational Needs Co-ordinator will be available to discuss any SEN concerns you may have. Appointments can be booked with Mrs C Brooks-Doogan by clicking 'add a new teacher' then clicking 'support' and adding her name.

It is important to keep the school updated with your latest mobile phone number and email address. Please update your email address and mobile phone number via [data@ladybridgehigh.co.uk](mailto:data@ladybridgehigh.co.uk).

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours faithfully,

Martin Witter  
Headteacher

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### Parents' Evening System

Welcome to the Westhoughton High School 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  DoB (dd/mm/yyyy)

[Administrator Login](#)  
[Teacher Login](#)

### Step 1: Login - <https://ladybridge.parentseveningsystem.co.uk/>

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).

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.

**Step 2 of 3: Choose Teachers**

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

### Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

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
	No Appointment	No Appointment	No Appointment	No Appointment
16:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

### 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](#) [Book Appointments for Another Child](#) [Logout](#)

### Step 5: Finished

After booking all your appointments, you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home Appointments

Select Evening  
Parents' Evening  
24/01/2013

**Your Appointments**

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

**Parents' Evening**  
This parents' evening is for the school via the main for the Main Hall where Parking is available in the  
Date: 24/01/2013 T

### Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening. All teachers will have a class copy.

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.