



ESHER CHURCH OF ENGLAND HIGH SCHOOL
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Headteacher: Mr A King

7 February 2024

Dear Families

Year 7 Parent Consultation Evening

I would like to invite you to our Parent Consultation Evening, which will be held on **Thursday 22 February 2024** when you can meet your child's class teachers. This evening is an important time for you to find out how your child is progressing at school and what can be developed further to ensure their success.

All teachers will be available between 4pm - 8pm in the Sports Hall; we strongly recommend you book appointments with as many subject teachers as possible.

Our online booking system can be accessed via the 'Parents Evening' area on Edulink: <https://www.edulinkone.com/>. **In order to make bookings you must be logged onto edulink with a parent/guardian account.** Full details on how to book appointments are provided at the end of this letter. Please contact me at school via htysoe@esherhigh.surrey.sch.uk or by phoning reception if you require support in booking appointments. **The online booking will be open from Thursday 8 February at 7pm until 10pm on Wednesday 21 February.**

All staff will be working to 5-minute appointments, please keep this in mind when meeting with staff. Should there be any issues you wish to raise concerning your child's wellbeing or progress that may need longer to discuss we recommend you book an appointment for another occasion so that this can be discussed fully.

If for any reason you are unable to attend the evening but would like feedback on your child's progress, please contact your child's tutor and they will be able to collate the comments and email these to you.

On arrival at the school grounds please follow the one-way parking system and park at the back of the school and walk to the main entrance of the Sports Hall (front door to the right-hand side of the building) and sign in with our student helpers. Your child will be given a 'next steps' sheet to complete during parents evening, this will be a place where they can record the key progress areas that their class teachers identify during each appointment.

Yours faithfully

H Tysoe

Miss H Tysoe
Head of Year 7

Parents' Evening Booking: Edulink One

<https://www.edulinkone.com/>

The parents' evening area in Edulink One allows parents to see the details about a parents' evening and to book appointments.



If you do not see the icon on the left this is because you are logged on using a student log on – to make appointments you must log in as a parent/ guardian.

To book your appointments, click anywhere on the parents' evening event.

Name	Information	Date	Start time	End time
Year 9 Parents Evening	Spring Year 9 Parents Evening	23/01/2020	17:00	19:00

After clicking on the parents' evening event, a new window will open where you can book appointments with all your child's teachers. Free spaces appear as white; spaces booked or blocked by someone else appear as grey with a red X; and spaces you have already booked appear in green.

To book an appointment, click on any free white space.


Time slots appear
along the left hand side

Teachers and subjects
along the top

Slots:	French ✓ Teacher: Roger Monamara Learner: Child 1 Demo	PSE, Form Tutor Teacher: Della Mumford Learner: Child 1 Demo	Mathematics ✓ Teacher: Ruth Hatchett Learner: Child 1 Demo	German Teacher: Brian Kinross Learner: Child 1 Demo	Physical Ed Teacher: Richard Davidson Learner: Child 1 Demo	Geograph History Teacher: k Learner: C
23/01/2020						
17:00	BOOKED	X	X	X	X	
17:10						
17:20	X	X	BOOKED	X	X	
17:30						
17:40						

Once you have clicked on a free white space for the subject/ teacher column and the time slot column, then a new book slot window opens. It details the date and time of the booking slot, the subject you are booking and the child you are booking for. At this time, you can also add a comment, for example, if there is something in particular you would like to discuss with the teacher.

Click on the green **Book** button to book. Your bookings will appear when you click on the event.

BOOK SLOT 

Date: 2020-01-23 17:10:00

Subjects: German

Learner: Child 1 Demo

Comment:

CANCEL

BOOK

Printing and Emailing the Parents Evening Appointments

You can also print your bookings. Edulink One can also email (using the **Email** button) a copy of the Parents' Evening bookings if your school has enabled these settings.

To print your bookings, click on the **Print** button at the top of your booking screen. A list of your appointments will be generated for you to print.

