

4th July 2017

Dear Parent/Carer,

As we approach the end of the academic year, we warmly invite you to attend the Year 7 Progress Evening to discuss your child/dependent's progress as they approach the start of their Year 8 studies. During this evening you will have the opportunity to meet with your child/dependent's teachers to review the progress they have made since starting OPA in September 2016, and to set targets to help them reach their aspirations for the year ahead. The evening will be held on Tuesday 11th July between 3.30 and 7.00pm.

The Academy has moved towards an online booking system for Progress Evenings, please visit <http://ormistonparkacademy.simplybook.me> to make appointments with your child's teachers and college staff. Appointments are 10 minutes in duration and are to discuss the progress being made within each subject. If you have any other concerns, please make an appointment to speak with Miss Fenton-Hawes and/or Mrs Rowell.

If you are unable to access the appointment system please email eopa@ormistonpark.org.uk and a member of staff will be in contact to assist you.

Please complete the reply slip below and return this to your child/dependent's tutor by Friday 7th July 2017.

Yours faithfully,



Miss S. Tredinnick
Assistant Principal

-
- I will be attending the Y7 Progress Evening on Tuesday 11th July 2017.
 - I will not be attending the Y7 Progress Evening on Tuesday 11th July 2017.

I would prefer to make contact with teachers on the following date: _____

Student name: _____ Tutor: _____

Signed: _____

Making Progress Evening Appointments

Step 1

Visit this website: <http://ormistonparkacademy.simplybook.me>

Step 2

You will be shown a list of staff available for the progress meeting.

Any employee
Select this option, if you want to find an available time with any of the employees

Select

Waqar Ahmad

Select

Sadaf Aslam

Select

Step 3

You will be presented with a list of appointments available for your chosen member of staff.

Select a time that suits you

Employee: 1. Waqar Ahmad

Time: 2.

8 - 14 February 31

8 Feb, Mon 9 Feb, Tue 10 Feb, Wed 11 Feb, Thu

Prev week Next week

Year 11 Progress Evening 2016

10 minutes

Service provider: Waqar Ahmad

Time	8 Feb, Mon	9 Feb, Tue	10 Feb, Wed	11 Feb, Thu
13:00				
13:10				
13:20				
13:30				
13:40				
13:50				
14:00				
14:10				
14:20				
14:30				
14:40				
14:50				
15:00				

Belhus Park Lane, Aveley RM15 4RU

Tel: 01708-865180 • Email: contactus@ormistonpark.org.uk • Website: www.ormistonpark.org.uk

Step 4

Add your details to the appointment booking.

A phone number and email address must be provided. You will be emailed confirmation as soon as you have made the appointment.

Please do not forget to include the name of your child.

If you have want to make more appointments select...

[+Add more bookings](#)

When you have made your last appointment select...

[Book now](#)

The screenshot shows a booking form for 'Year 11 Progress Evening 2016' with a 10-minute duration. The service provider is 'Waqar Ahmad', the date is '10-02-2016', and the time is '13:30'. The form includes input fields for 'Your name:', 'E-mail:', and 'Phone:' (with a dropdown for country code '44'). A 'Pupil Name' field is also present. Below the form, there is a checkbox for 'terms & conditions' and two buttons: '+ Add more bookings' and 'Book now'.

Step 5

You will be taken to a page that confirms the appointments you have made.

The screenshot shows the confirmation page for 'Year 11 Progress Evening 2016' on the Ormiston Park Academy website. A green banner at the top states: 'You've successfully reserved the service. Please check your email to see the notification'. The page displays the event details: 'Year 11 Progress Evening 2016', 'Service Provider: Waqar Ahmad', 'Date / Time: 10-02-2016 13:30 - 13:40', and 'Pupil Name: Test Pupil'. There are three buttons: 'Add to calendar', 'See all my events', and 'Cancel booking'. A calendar widget shows the date '10' for 'February 2016' with the time '13:30 - 13:40'. The Ormiston Park Academy logo is in the top left, and a 'Our time: 21:14' indicator is in the top right.

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