

8th May 2018

Dear Parent/Carer,

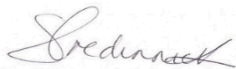
You are warmly invited to attend our first Year 9 Progress Evening to discuss your child/dependent's progress as they approach the end of their first year in studying their option subjects and to set targets to help them reach their aspirations. The evening will be held on Thursday 10th May between 3.30 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 Mr Rivers or Mrs Mahon.

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 Wednesday 16th November.

Yours faithfully,



Miss S. Tredinnick
Assistant Principal

-
- I will be attending the Y9 Progress Evening on Thursday 10th May 2018.
 - I will not be attending the Y9 Progress Evening on Thursday 10th May 2018.

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

Student name: _____ Tutor: _____

Signed: _____

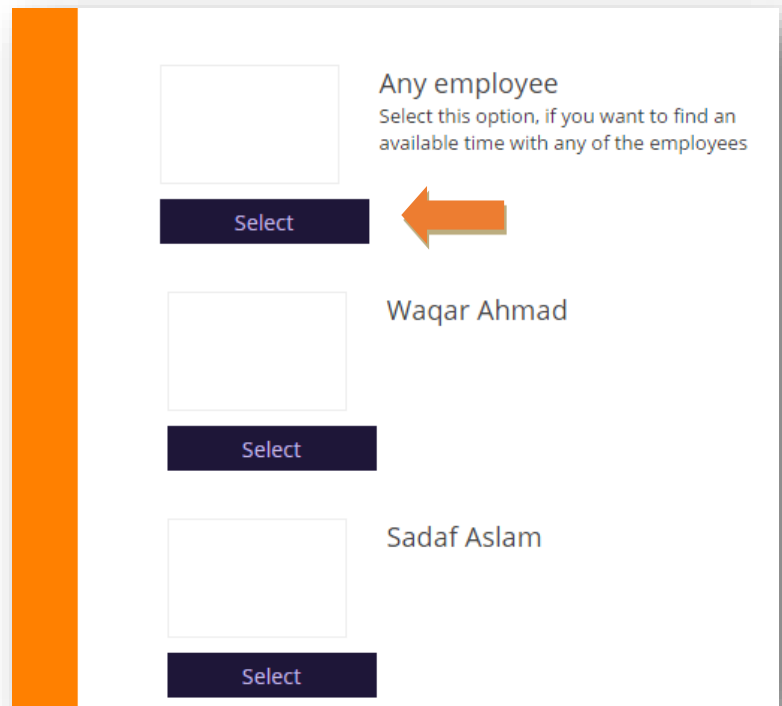
Making Progress Evening Appointments

Step 1

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

Step 2

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

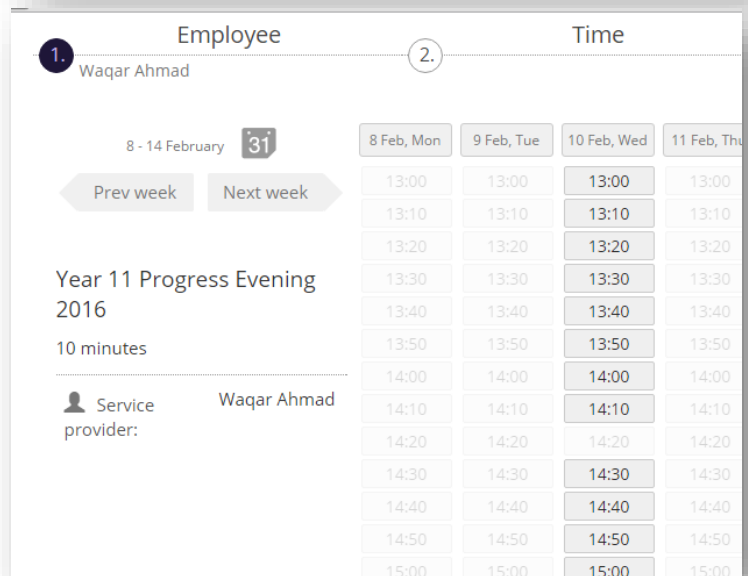


A screenshot of a web interface for selecting staff. It features three rows, each with a square placeholder for a staff member's photo, a name, and a dark blue 'Select' button. The first row is labeled 'Any employee' with a subtext: 'Select this option, if you want to find an available time with any of the employees'. An orange arrow points to the 'Select' button of the first row. The second row is labeled 'Waqar Ahmad' and the third row is labeled 'Sadaf Aslam'.

Step 3

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

Select a time that suits you



A screenshot of an appointment selection interface. It is divided into two sections: 'Employee' and 'Time'. Under 'Employee', '1. Waqar Ahmad' is selected. Under 'Time', a calendar view shows the dates 8-14 February, with the 31st highlighted. A table of appointment slots is shown for the days 8 Feb, Mon, 9 Feb, Tue, 10 Feb, Wed, and 11 Feb, Thu. The table lists times from 13:00 to 15:00 in 10-minute increments. The 14:10 slot on 10 Feb, Wed is highlighted. Below the table, the event is identified as 'Year 11 Progress Evening 2016' with a duration of '10 minutes'. At the bottom, the 'Service provider' is listed as 'Waqar Ahmad'.

Employee	Time
1. Waqar Ahmad	
8 - 14 February 31	8 Feb, Mon 9 Feb, Tue 10 Feb, Wed 11 Feb, Thu
Prev week Next week	13:00 13:00 13:00 13:00
	13:10 13:10 13:10 13:10
	13:20 13:20 13:20 13:20
Year 11 Progress Evening 2016	13:30 13:30 13:30 13:30
10 minutes	13:40 13:40 13:40 13:40
	13:50 13:50 13:50 13:50
	14:00 14:00 14:00 14:00
Service provider: Waqar Ahmad	14:10 14:10 14:10 14:10
	14:20 14:20 14:20 14:20
	14:30 14:30 14:30 14:30
	14:40 14:40 14:40 14:40
	14:50 14:50 14:50 14:50
	15:00 15:00 15:00 15:00

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](#)


Step 5


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

Year 11 Progress Evening 2016

10 minutes

 Service provider: Waqar Ahmad

 Date: 10-02-2016

 Time: 13:30

Your name:

E-mail:


Phone:
44
(country code) + your mobile phone number

Pupil Name


When you click on the button, you agree to simplybook.me terms & conditions

[+ Add more bookings](#)

[Book now](#)



Our time: 21:14

 You've successfully reserved the service. Please check your email to see the notification

February 2016

10
13:30 - 13:40

Year 11 Progress Evening 2016

Service Provider: Waqar Ahmad

Date / Time: 10-02-2016 13:30 - 13:40

• Pupil Name: Test Pupil

[Add to calendar](#) [See all my events](#) [Cancel booking](#)

[Go to company page..](#)