



April 2017

Dear Parent/Carer

**Jane SMITH – 7VF**  
**Year 7 Parents' Evening Thursday 18<sup>th</sup> May 2017**

I would like to invite you to a Parents' Evening on Thursday 18<sup>th</sup> May 2017 from 4.30pm to 7.30pm.

On the evening we will be operating an appointment system. Appointments will be allocated at five minute intervals and parents are requested to keep to their time to prevent a backlog building up.

In order to make appointments log onto **chsg.parentseveningsystem.co.uk** (there is also a link on the School's website), on the reverse of this letter are some simple instructions about how to log in.

If you do not have access to the internet or have any questions please contact Mr Jim Brittain either by telephone or [jbrittain1@suttonmail.org](mailto:jbrittain1@suttonmail.org).

Yours sincerely

Mr James  
**Year 7 Leader**

## Carshalton High School for Girls' web page



Link to Parents' Evening Booking System

## Logging on to the Parents Evening Booking System

<https://chsg.parentseveningsystem.co.uk>

### Carshalton High School for Girls

#### Parents Evening System

Welcome to the Carshalton High School for Girls 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
Mr <input type="button" value="v"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address	Phone Number	
<input type="text" value="jsmith@herenow.org"/>	<input type="text"/>	

#### Child's Details

First Name	Surname	Registration Class
<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text" value="7VF"/>

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

At the log in page you need to enter your details as shown in the diagram above.

Once past this screen you are presented with a welcome screen with the details of the Parents Evening. Click on the **green tick** to continue. Step 2 is where you are presented with a list of Evelyn's subjects and teachers, click on **Continue to Book Appointments**.

The third screen is where you can select the time slots that suit you. If the teacher has already been booked the time will be greyed out.

Finally make sure you **click here** at the top of the page to confirm the appointments and you will be sent a confirmation email.