

September 2017

Dear Parent

**Meet the Tutor & Parent Information Evening
Thursday 28th September 2017 – 4.30pm to 7.30pm**

Next Thursday is the Meet the Tutor Evening. You will have the opportunity to meet your daughter's registration tutor. This is an opportunity for you to find out how she has settled into secondary school and to raise any questions you might have. Students spend the first 25 minutes of the day in their tutor groups and their tutor discusses the current themes and passes on any important school information during this time.

Your meeting lasts 5 minutes and to book your appointment you need to log onto an online booking system, the instructions for this are overleaf. If you do not have access to the internet or have any questions about the booking system please get in touch with Mr Jim Brittain either by phone or email – 020 8647 8294 or jbrittain1@suttonmail.org.

During the evening the Headteacher, Mrs Jones, and I will be giving a short presentation in the hall. These sessions will start at 5.00pm, 5.30pm, 6.00pm and 6.30pm and last for 15 minutes. Please allow enough time to attend the presentation and your appointment. We ask that **all parents** attend the presentation and their appointment, as it is **extremely important** to hear about the curriculum and how you can assist your daughter in Year 7.

If you have any further questions or concerns please do not hesitate to contact me via my email address or on the school number.

Yours sincerely



Mr M Devenney
Deputy Headteacher

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="text"/>	John <input type="text"/>	Smith <input type="text"/>
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="7AAT"/>

[Administrator Login](#)

[Teacher Login](#)

At the log in page you need to enter your details and your **daughter's name** and **registration class**. These are on the first page of this letter and are shown in the diagram above.

Once you have logged in you are presented with a welcome screen with the details of the Evening. Click on the **green tick** to continue then click on **Continue to Book Appointments** on the following screen. Next you are presented with the tutor's availability, if a slot has already been booked the time will be greyed out.

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