



March 2018

Dear Parent/Carer

Year 10 Parents' Evening Thursday 3rd May 2018

I would like to invite you to a Parents' Evening on Thursday 3rd May 2018 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.

Yours sincerely

Mrs Devaney
Year 10 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="10ANL"/>

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

At the log in page you need to enter your details and your daughter's name and registration class.

Once past this screen you are presented with a welcome screen with the details of the evening. Click on the **green Open for bookings** link to continue. Select whether you want to book either automatically or manual and click next. The instructions on the screen will talk you through how to make appointments.