

Meden School Burns Lane Warsop Mansfield Nottinghamshire NG20 0QN +44 (0) 1623 843517
 www.medenschool.co.uk
 office@medenschool.co.uk
 @MedenSchool
 medenschool1

Head Teacher Jim Smith BSc (Hons), PGCE, MA, NPQH Executive Head Teacher Ryan Hawley BSc (Hons), QTS, NPQH





Dear Parent/Carer,

26 September 2023

Yr.7 Tutor Information Evening

As we come to the middle of your child's first half term at Meden School we want to share how well they have settled into life at our school. On Thursday 5th October we are running a Tutor Information Evening from 4-7pm. The appointments will be in school and will give you an opportunity to meet your child's Form Tutor. This will give tutors an opportunity to discuss Attitude to Learning (ATL), attendance this year and engagement in lessons during the first half term. The tutor will also be able to answer any other questions you may have about your child's year so far at Meden School.

You can book an appointment online using <u>Parentsbooking</u>. There is a guide attached to this letter to help with this. Full instructions on how to use the portal can also be found on the school website by clicking <u>this link</u>.

The app is very easy to use and can be used on any device, whether it is a mobile phone or a laptop. You should go to <u>https://parents-booking.co.uk/login.jsp</u> where you will be asked to type in the **school name** in the Parents section. You will then be asked to complete **your details** – your name (email address is optional). You will then be asked to input **your child's details**. All details must match what we have on our system so if you are having difficulties then please contact <u>office@medenschool.co.uk</u> and we will help where we can.

We look forward to seeing you on the 5^h October and sharing all the positive things your child has accomplished so far at Meden.

Kind regards,

David Penman Assistant Headteacher Behaviour and Standards



D Parents Booking

		CHARGE SCHOOL 22 CHARGE CHILD	UNED OLANOVALLER DE OL	
S Example Sch	ool			
Suggest bookings fo	r me			
Teachers have requested meetings with	th you.			and 02-UK ♥ 10-14 ■ parents-booking.co.uk
Poul Child	Patrick Child	2 Peter Child		Video Coll Current cell: Miss I Downers, Biology (0)
Patrick Child				
You can make 3 new bookings for Paul	Child. Select all available teachers			
QAVAILABLE		QAVAILABLE	O AVAILABLE	
Miss G Brown	Miss G Mackay	Mr P Block	Ms A Brown	NAN DI
Mathematics	Mothematics	English	Art & Design	1-1
40 slots left at 5 minutes each	42 siocs iers de 5 minutes eoch	34 slots lett at 5 minutes each	34 slots leit of 5 minutes each	
O AVAILABLE				
History				
34 slots left at 5 minutes each				
When can you attend?				Your call schedule
Arrive Depart				4.30pm 5 mms Mins J Dewates Hotopy Constant CAL
15:30 🛇 19:00 🛇				4.20pm 5 mm
Suggest times for bookings				4.35pm lines
				Mr N Contex PT

How do I login?

D Parents Booking

1. The school will have sent you a website address to login with.

2. Next, login by completing the requested fields

	School Messages Select language 👻	
	Parents Booking	
Elucherry Example School School contact details: School Office Phone: 01566 674 895 Email: info@blueberryschool.co.uk	Parents/Carers Login Here: Login with Immediate with * are mandatory. Immediate Name Immediate Name<	
😂 netmedia	Copyright © Netmedia Ltd 2009-2021. All rights reserved.	Terms & Policies Privacy Policy

Meden School is a member of Nova Education Trust | Registered in England and Wales (No. 7635510) | Chief Executive Officer Ashfaq Rahman Bsc (Homs), PGDip, PGCE, NPQH, NLE Registered Office C09-C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, England



Dashboard

D Parents Booking

After logging in you will be shown any parents' evenings, events or clubs that are bookable.

You now (usually) have the choice of two tools for making parents' evening appointments:

Suggest Bookings for Me

Make Bookings for Myself

The instructions for both of these

Meden School is a member of Nova Education Trust Registered in England and Wales (No. 7635510)

Parents Booking		🚜 CHANGE CHILD 🕜 HELP 🌐 L	ANGUAGE: ENGLIS	н (uk) () Log-out			
Blueberr	y Example School						
Welcome Mr	Alan Smith Video Settings	School contact detai School Office 01560	School contact details School Office 01566 674 895 info@blueberryschool.co.uk				
Parent-Teacher	Meetings						
Name of Group	Parents' Evening	Date	Start	End			
Spring Term	Spring Term Y11	23rd Feb 2021	16:00	19:00			
School Events	-						
Name of Group	Event Name	Date	Start	End			
Spring Term	Student Performance of Aladdin	2nd Dec 2021	13:00	14:00			
		20th Dec 2021	18:00	20:00			
Spring Term	Student Performance of Lion King	2nd Dec 2021	13:00	14:00			
		20th Dec 2021	18:00	20:00			

Registered Office C09-C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, England

Chief Exe

Suggest Bookings for Me

Parents Booking

Suggest Bookings for Me will let you choose the teachers you want to boo (across multiple students, if applicable), and asks when you are available for appointments.

The system then calculates the most efficient order for your appointments, and you have 5mins to confirm (or adjust) — these.

Parents Booking		# CHANGE CHILD	Ø HELP ● LANGUAGE: ENGLISH (UK)					
Blueberry Exar	nple School							
← Return to Dashboard								
Suggest bookings fo	or me							
Teachers have requested meetings w	rith you.							
Calum Smith		Tosha Smith						
Calum Smith Select all available teachers			Parents Booking		北 CHANGE CHILD ⑦ HELP ● LANG	UAGE: ENGLISH (UK) - ① BACK TO ADMIN ARI		
AVAILABLE Miss Neill	AVAILABLE Mr Forwood	AVAILABLE Mr Holmes	Blueberry Exan	ple School				
Geography 36 slots left at 5 minutes each	Science 36 slots left at 5 minutes each	PE 36 slots left at 5 minutes each	← Return to Dashboard					
Q AVAILABLE	• AVAILABLE	• AVAILABLE	Commin suggested t	JUOKIIIGS				
Mr Mackenzie English 36 slots left at 5 minutes each	Mr Taylor History 36 slots left at 5 minutes each	Mrs Hall Physics 36 slots left at 5 minutes each	O 4:55 Please confirm these bookings within 295 seconds. Confirm bookings Edit bookings Cancel bookings Cancel bookings					
@ AVAILABLE			Tasha Smith					
Mrs Ross Accountancy 36 slots left at <u>5 minutes each</u>			© UNCONFIRMED Miss Care Business Management 23 Eab 2021	© UNCONFIRMED Miss Neill Geography 23 Eeb 2021	© UNCONFIRMED Mr Holmes PE 23 Eab 2021	© UNCONFIRMED Mr James-Watling Maths 23 Eeb 2021		
When are you able to att	end?		16:25	16:30	16:35	16:40		
Day 1			Add Comment Edit Booking	Add Comment Edit Booking	Add Comment Edit Booking	Add Comment Edit Booking		
Arrive 16:00 V Depart 19	:00 ~		Calum Smith					
Allow other parents and carers of the	is student to join video calls?		Culum Smith					
Make my bookings for me			© UNCONFIRMED Miss Neill Geography 23 Eeb 2021	© UNCONFIRMED Mr Forwood Science 23 Feb 2021	© UNCONFIRMED Mr Holmes PE 23 Eeb 2021	© UNCONFIRMED Mr Taylor History 23 Eeb 2021		
			16:00 Add Comment	16:05	16:10 Add Comment	16:15 Add Comment		
Chief Executive Officer Ashf	faq Rahman BSc (Hons), PGDip, PGCE, NP		Edit Booking	Edit Booking	Edit Booking	Edit Booking		
koad, Nottingham NG / 21U, E	ngiana		© UNCONFIRMED Mrs Hall					
			Physics					

16:20

Meden School is a member of Nova Education Trust | Registered in England and Wales (No. 7635510) | Chief Executive Officer Ashfaq Rahman Bsc (Horrs), PGDip, PGCE, NPQH, NLE Registered Office C09-C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, England

Make Bookings for Myself

Parents Booking

To pick appointment times for yourself, or to edit your appointments, use Make Bookings for Myself.

- 1. Select the correct subject
- 2. Select the correct teacher
- 3. Click on Book to make an appointment

Simply repeat the process for each appointment you would like to make. You can also 'Modify' appointments you have made.

Once bookings have all been made you can print or e-mail an appointment confirmation.

Meden School is a member of Nova Education Trust | Registered in England and Wales (No. 7635510) | Chief Executive Officer Ashfaq Registered Office C09-C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, Engla

Parents Booking			🏞 CHANGE CHILD	@ HELP	⊕ LANGUAGE: I	ENGLISH (UK)	பு back to admin area
Blueber	ry Example	School					
← Return to Dashboard Create book Each subject has a tab si	ings for Calur	n Smith Itments you can book. It	f here is more than one tead	cher for a sub	ject you can usu	ally book separ	ate appointments for each
Spring Term Y1	1 23rd Feb 2021					Your appoi	ntments
Business Subjects	English 1	Humanities 2	Maths 2	PE	0	You have no a	opointments
Physics 1	Science 1					Booking instru Print your bool	ctions
Business Subj	ects					Email your boo	kings
Mrs Ross						Cancel all book	kings
Time	Duration	Action	Status				
16:00	5 mins	Book	AVAILABLE				
16:05	5 mins	Book	AVAILABLE				
16:10	5 mins	Book	AVAILABLE				
16:15	5 mins	Book	AVAILABLE				
16:20	5 mins	Book	AVAILABLE				
16:25	5 mins	Book	AVAILABLE				

Help videos



Help videos which explain how parents use the software are available on our Website, here: <u>https://parents-booking.com/support/instructions-for-parents/</u>



Parents Booking

Calling + Calling Call

 \odot

1

....

ull 🌣 :: vimeo

Derents Booking

Help for Parents: 1. Logging In

D00:47

Instructions for Parents

These help topics, for parents who might would like to see an example of how to log in, or how make their bookings, or how to join video meetings, are short training videos.

To add these videos to your school's website, please follow the instructions on 'embedding' the files on this web-page.

Download a Guide (PDF) to Allow Multiple Parent/carers to join the same Parent-Teacher Video Meetings.



Meden School is a member of Nova Education Trust | Registered in England and Wales (No. 7635510) | Chief Executive Officer Ashfaq Rahman Bsc (Hores), PGDIp, PGCE, NPQH, NLE Registered Office C09-C11, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, England

