

15th February 2023

Dear Parents

YEAR 12 PARENTS' EVENING: THURSDAY 2nd MARCH

We will hold the Year 12 Parents' Evening on Thursday 2nd March from 16:00-19:00. Appointments will be in various locations around our school site – entering via reception. Please be aware that appointment times need to be adhered to in order to ensure all appointments run smoothly.

You will be able to make appointments with your child's subject teachers who will discuss their progress on their A-level and BTEC courses, strengths and what they need to do to improve. Should any families be unable to get an appointment with a particular subject teacher at a convenient time, please contact the teacher directly via Edulink or telephone school reception so that alternative provision can be made.

Guidance on how to book appointments through the *Edulink* app or web interface are attached overleaf for your reference.

Yours faithfully,



Mr P. Reid
Assistant Headteacher



Mrs E. Mayor
Head of Sixth Form

Codsall Community High School

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Perton Middle School

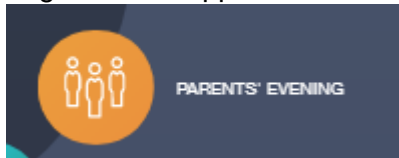
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Booking settling-in evening appointments through the web-based app

If you have any problems booking your appointments, please email edulink@cc-hs.com

Before parents' evening

1. Log on to the app and select the Parents' Evening icon from the wheel:



2. Click on the Parents' Evening you wish to book appointments for

Name	Information	Date	Start time	End time
Year 10 Parents' Evening	Please enter school through Main Reception	<input type="text"/>		

3. You will then see a grid with your child's teachers across the top and the times that appointments can be made listed down the side

Slots:	Sports Studies BTEC Teacher: Learner: Location:	Business BTEC Teacher: Learner: Location:	English Teacher: Learner: Location:	History Teacher: Learner: Location:	Maths Teacher: Learner: Location:	Science Teacher: Learner: Location:	Des & Tech Full Teacher: Learner: Location:	Sports Studies BTEC Teacher: Learner: Location:
15:30								
15:34								
15:38								
15:42								
15:46								
15:50								
15:54								
15:58								
16:02								
16:06								
16:10								
16:14								
16:18								

4. You can then click where you would like to book appointments. If a time slot is unavailable, the time will be greyed out and be marked with a red cross. (if you book a time and then wish to change it, you can click on the word 'booked' to cancel your appointment and then make another)

15:30	BOOKED	×	×	×	×	
15:34	×	×	×	×	×	
15:38	×	BOOKED	×	×	×	
15:42	×	×	×	×	×	
15:46	×	×	BOOKED	×	×	
15:50	×	×		×	×	
15:54						
15:58						
16:02		×				
16:06				×		
16:10						