

23rd January 2023

Dear Parents,

YEAR 11 PARENTS' EVENING: THURSDAY 9th FEBRUARY

We will hold the year 11 parents' evening on Thursday 9th February from 16:00-20:00. 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 GCSE 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. Your child's Head of Year, Miss Guest, will be greeting students and parents in reception; she will be available throughout the night to discuss any pastoral concerns that parents may have.

Yours faithfully,



Mr P. Reid
Assistant Headteacher



Miss J. Guest
Head of Year 11

Codsall Community High School

Elliotts Lane, Codsall, Staffordshire WV8 1PQ
Tel 01902 907560 • E-mail office@cc-hs.com
www.cc-hs.com

Bilbrook CE Middle School

Bilbrook Road, Codsall, Staffordshire, WV8 1EU
Tel 01902 840910 • E-mail office@bilbrook.staffs.sch.uk
www.bilbrook.staffs.sch.uk

Perton Middle School

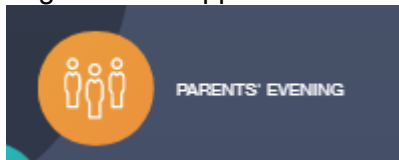
Gainsborough Drive, Perton, Staffordshire, WV6 7NR
Tel 01902 758244 • E-mail office@perton-middle.staffs.sch.uk
www.perton-middle.staffs.sch.uk

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						