



23rd January 2019

Dear Parent / Carer

I have pleasure in enclosing the second report for your child for this academic year. This report also marks the beginning of the Year 8 GCSE Options process, for which a timeline is provided below. There will be an opportunity to discuss this report and your child's progress at the **Year 8 Parents Evening on Thursday 30th January** which runs from 3:50pm to 7pm.

In a change from previous years, you will be now be able to book appointments for Parents Evening online via this link - manoracademy.parentseveningsystem.co.uk - from Thursday 23rd January at 7:30pm. Step by step instructions are on the reverse of this letter and this link will also be on the school website. Using this online portal allows you to be in direct control of appointments and increases the efficiency of the whole appointment booking process.

For understanding the reports themselves, a guide to the attainment definitions are as follows:

M	Mastering	A student is working at greater depth and has mastered the learning expected for their subject and has been exploring it in greater detail.
S	Secure	A student is working at the age related expectations, within a subject area
D	Developing	A student is working towards the age related expectations, within a subject area.

To support further, we have also indicated where you child currently sits within each grade (through the use of "+", "=" or "-" signs).

As mentioned above, this second report marks the start of the GCSE options choice process as per the timeline below. More information will be provided ahead of each key step, including the Year 8 Options Evening on Wednesday 12th February:

- Thursday 23rd January - Year 8 Report 2 Issued
- Thursday 30th January - Careers and Enterprise Day with Options Assembly in school for Students
- Thursday 30th January - **Year 8 Parents Evening (3:50pm – 7:00pm)**
- Wednesday 12th February- **Year 8 Options Evening (4:30pm – 6:30pm)**
- Monday 16th March - Deadline for Option Choices to be submitted by students
- April - Option blocking and fitting of choices occurs
- W/C 18th May - Final Option Choices confirmed in letters to students

May I take this opportunity to thank you once again for your continued support.

Yours faithfully,

Andrew Hill
Vice Principal (Curriculum)

Sean Rescorle
(Head of Year 8)

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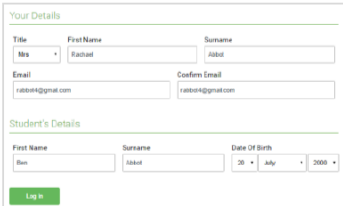
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Parents' Guide for Booking Appointments

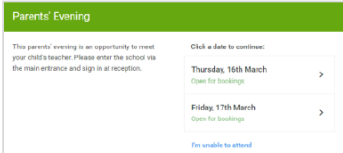
Browse to <https://manorceacademy.parentseveningsystem.co.uk/>



Step 1: Login

Fill out the details on the page then click the *Log In* button.

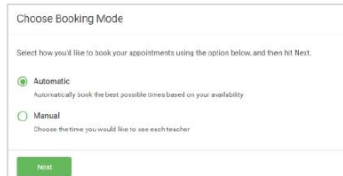
A confirmation of your appointments will be sent to the email address you provide.



Step 2: Select Parents' Evening

Click on the date you wish to book.

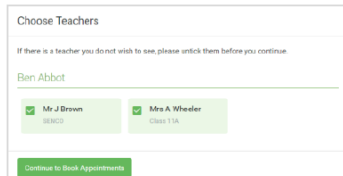
Unable to make all of the dates listed? Click *I'm unable to attend*.



Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

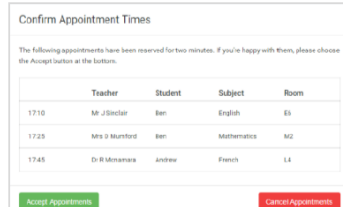
We recommend choosing the automatic booking mode when browsing on a mobile device.



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

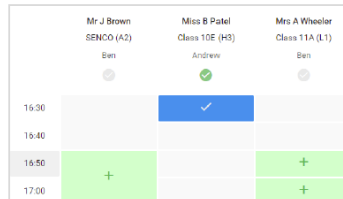


Teacher	Student	Subject	Room
Mr J Brown	Ben	English	E1
Mrs B Mumford	Ben	Mathematics	M2
Dr B Monaghan	Andrew	French	L4

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



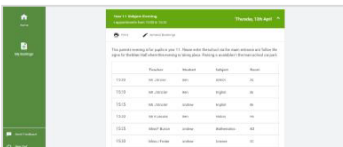
Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you'd like to discuss, or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the *My Bookings* page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.