



V: School/Parents Evening/ Yr 10/ 2015-16 Target Setting Evening 07.01.16

December 2015

Dear Parent/Carer

I am writing to invite you to our **Year 10 Target Setting Evening** which will be held on **Thursday, 7th January 2016**. There will be a short presentation of key messages at 5.15pm and then appointments will run from 5.30pm through to 7.30pm.


Your son/daughter is now in the second year of their GCSE/ BTEC courses and we are working with them to prepare well for their end of year exams and next steps in education or training. We want all our students to achieve their full academic potential and make the right course choices for their future. To ensure your child's success we need to work together to support them through every stage of this journey.

We are now operating a new internet-based booking system called Parent Teacher On-Line (PTO). Using this system you will be able to book appointment times to suit you from any internet-connected mobile device. A computer will be available in school during school hours if you do not have internet access at home or elsewhere.

- In this envelope there is a copy of your username and pin, please use this to access the system or;
- You may access the system as follows:
- Go to the school's home page, www.blaconhighschool.net
- Click the PTO icon as shown here on the right
- Click Obtain PIN/Password and enter your email address. Your PIN will be emailed to you. (This will be the address you have registered with school).
- If you do not have an email address registered with school, you will have the opportunity to register an email address once you have logged into the system.



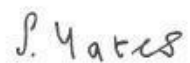
Full instructions are provided to you after log in. Please note the following points:

- When you log on, the system displays only your own child/children.
- You will only see time slots that are *available* at the time you are using the system.
- When you have made all the bookings you require, you can download or email a *report* of your bookings in chronological order for printing. You can log in and *change bookings* any time up to 1 pm on the day before.
- If you see this symbol  displayed alongside your child's name, it means this teacher recommends that you book an interview.
- Other parents may be making bookings at the same time that you are using the system. It is possible, though unlikely, that a time slot is displayed to you as available, but is then subsequently allocated to another parent. If you then attempt to book this time slot, it will not be available and a message will be displayed to indicate this.

If you encounter any problems using Parent Teacher On-line please either telephone the school office to speak with a member of the admin team or use the contact form on our school website.

Students should attend in full school uniform. We look forward to meeting with you on Thursday, 7th January 2016.

Yours sincerely

A handwritten signature in black ink that reads "S. Yates". The signature is written in a cursive style with a large initial 'S'.

Mrs Sue Yates
Headteacher