



January 2019

Dear Parent / Carer

Further to my previous correspondence, I write to remind you that our A2 (second year) Parents' Evenings will take place on:

Thursday 7th February.

We would like to invite you to come along to this event in order to discuss the progress your young person is making.

Online Booking - Creating an Account

This year we are piloting a new online booking system, which requires you to register and create an account. Once you have done this, you will be able to make appointments with your young person's teachers.

In order to create your account, please follow this link <https://bhasvic.parentseveningsystem.co.uk/>

You will be asked to enter:

- your title / first name / surname
- your e-mail address
- the student's first name (this must be your young person's 'official' first name, as detailed on our Parent Advantage system, rather than any 'preferred' name)
- the student's surname
- the student's date of birth

Detailed screen shots and instructions are available on the Parent / Carer website here: <http://www.bhasvic.net/Parents%20Instructions%20-final.pdf>

Making Appointments

Once you have created your account and logged in, you will be able to make appointments. You can make separate appointments with individual teachers, or use the automated 'appointment wizard' to create the best sequence of availability with all your young person's teachers at once. Appointments are 5 minutes long, and have a minimum of 10 minute gaps between them, in order to allow you time to move between rooms. You can amend appointments, subject to availability, at any time before midday on the day of the Parents' Evening. If you have not made an appointment by midday on the day of the Parents' Evening, we may not be able to accommodate you. Please contact our Student Services Helpline, detailed below, for any late bookings or changes.

Important Note: There is usually high demand for appointments with teachers, so we ask that, where possible, one parent / carer creates an account and manages the appointment bookings, which, if you wish, you attend together. Students can also attend appointments with you if they would like to. If this is likely to cause difficulties, please contact our Student Services Helpline, detailed below.

Students with Additional Learning Support (ALS)

The Additional Learning Support team will be available on Parents' Evening, but are not currently part of the online booking system. ALS staff will be e-mailing parents separately to offer appointments. If you have any questions about this, please call the main BHASVIC number and ask to speak to a member of the ALS team.

Support with Bookings

If you have any technical problems with setting up your account or using the online booking system, please e-mail cis@bhasvic.ac.uk. Alternatively, if you need general advice or support in arranging or altering appointments, you can phone our **Student Services Helpline on 01273 552200 ext.5803**.

Parking/Transport

Please be aware that we have extremely limited parking on site and we ask that you use alternative parking options or means of transport for these evenings. BHASVIC is located within a 10 minute walk from Brighton Station and is within a 5 minute walk of many bus routes which stop in the Seven Dials area. If you do choose to travel by car there is on-street, pay and display car-parking in the surrounding residential streets, as well as multi-storey parking near the station.

Please make us aware of any specialist access or other requirements you may need by e-mailing studentservices@bhasvic.ac.uk at least 48 hours in advance of the evening.

Subject Reviews

Subject Reviews, giving you an overview of Autumn Term progress, were published on Monday 26 November, via your online Parent Advantage account. This term's Subject Reviews will be published to you on Friday 22 March. For further information on Subject Reviews, please follow this link on the Parent / Carer page of our website <https://www.bhasvic.ac.uk/parents-carers-dashboard/subject-reviews> Up-to-date information on attendance and subject-based support plans is also available on Parent Advantage. Should you experience difficulties in accessing your Parent Advantage account, you can e-mail cis@bhasvic.ac.uk or speak to staff on our Technical Support Help Desk, who will be available on Parents' Evening. Please ask for further information in the Main Hall.

We hope that you will be able to attend the consultation evenings and look forward to meeting you.



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