

November 2016

Dear

## Year 13 Parents' Evening – Wednesday 7<sup>th</sup> December 2016

This is a very important time in your child's education and we would like to invite you to attend the above Parents' Evening.

The college has introduced an easy to use online appointment booking system for all year groups. This system allows you to choose your own teacher appointment times. You will also receive an email confirming your appointments.

The appointment system goes live at **6.00pm on Friday 25th November 2016** and will close at **11.55pm on Friday 2nd December 2016**. Please note, appointments will be made on a first come first served basis and each appointment will also include 5 minute movement time. For example, you will be unable to book an appointment at 4.30pm and another at 4.40pm: the next appointment available to book will be 4.40pm. If you see on the booking grid "busy" in yellow next to a time slot this means that this time has already been booked out by another parent/ carer. If you are unable to access the internet or need to amend any appointments you have made after the 2<sup>nd</sup> December, please contact the head of year administrator Mrs Mabey on 01822 614231 ext 239 who will be happy to assist you.

Please visit <https://tavistockcollege.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments is included overleaf. Please login with the following information:-


- Student's Preferred Name: **Sam** This is the preferred name that we have in our database (for example if we have Sam it will not log in if you input Samuel)
- Student's Surname:
- Student's Date of Birth
- Your title, first name, surname and personal email address (for example if we have you as Ms and you try to log in as Miss it will not log you in). Please use the title we have used in addressing this letter.

Teacher appointments will take place throughout the Languages/Maths block from **4:30pm-7:30pm** with the designated room information displayed at the entrance to the block on the evening to assist you. Please sign in as previous years on the night to confirm your attendance.

If you have not been able to book an appointment with a teacher that you need to see please contact the Head of Faculty for that department. Details are on the website on the Head of Faculty tab (link <http://tavistockcollege.devon.sch.uk/index.php/contact/>)

**Please ensure that you print your appointment sheet and bring this with you on the night.** We look forward to seeing you.

Yours sincerely



**Mrs Alison Horn**  
Strategic Business Leader



**Mr Dan Jacob**  
Head of Year 13

**Parents' Guide for Booking Appointments please see over page**

**Browse to <https://tavistockcollege.parentseveningsystem.co.uk>**

### Step 1: Log in

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

**Parents' Evening System**  
 Welcome to the Green Abbey parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title:  First Name:  Surname:

Email Address:  Confirm Email Address:

**Child's Details**

First Name:  Surname:  DoB dd/mm/yyyy:

1. Please use your child's "preferred" forename that matches our records (no abbreviations).
2. Enter your details and email address and confirm in the next box that match or records.
3. Please enter your child's Date of birth – eg: 26/11/2005

### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

Select a parents' evening to add appointments:

**Parents' Evening**  
 This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

**Continue**

Date: 24/01/2013 Time: 16:00 - 20:30

### Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

**Choose Teachers**

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mlandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

### Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

**Finished Adding Appointments?**  
 You've still got 2 appointments to make. However if you're finished, please [click here](#) to save

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6
16:00	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

### Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. **To send the school feedback about this system, click on "Send Feedback".**

**All Finished!**  
 Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

**What's Next?**  
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

### Step 6: Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.

**Home** | **Appointments**

**Your Appointments**

Time	Teacher
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	Mr J Atkinson - English (E5)
16:30	Mr A Gray - French (L2)
16:35	Mr A Gray - French (L2)
16:40	Mr A Gray - French (L2)
16:45	Mr K Jacobs - History (H6)
16:50	Mr K Jacobs - History (H6)
16:55	Mr K Jacobs - History (H6)
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)