

October 2017

Dear Parent / Carer

Year 7 Settling in Parents` Evening – Thursday 19th October 2017

We have been delighted with the ease with which the Year 7 students have settled into their new school. In a matter of days, if not hours, they seemed to know their way around and look confident and happy.

We would like to invite you to a **Settling in Evening on Thursday 19th October from 5.00pm – 7.00pm**. The purpose of this evening is for you to have an individual chat with your child's tutor, so you are able to discuss how they are settling in and raise any concerns or questions. Mrs Blackmore, Head of Year 7 and Mr Mifsud, SENDCo, will be available for drop in appointments from 5.00pm. Mr Forster, Assistant Principal and Mr Jerrett, Transition Officer will be available throughout the 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 appointment.

The appointment system goes live at **6.00pm on Monday 9th October 2017** and will close at **11.55pm on Friday 13th October 2017**. Please note, appointments will be made on a first come first served basis and each appointment will be 10 minutes. If you are unable to access the internet or need to amend any appointment you have made after the 13th October, please contact the head of year administrator Ms Cocker on 01822 614231 ext. 214 who will be happy to assist you.

Please visit <https://tavistockcollege.parentseveningsystem.co.uk> to book your appointment. 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).

Tutor appointments will take place in either the hall or the refectory from **5.00pm-7:00pm** with the designated room information displayed at reception, on the night to assist you. Please sign in on the night to confirm your attendance.

<http://tavistockcollege.devon.sch.uk/index.php/contact/>

We look forward to seeing you.

Yours sincerely



Mrs Alison Horn
Strategic Business Leader



Mr Tristan Forster
Assistant Principal

Parents' Guide for booking appointments see over page

Together: we care, we challenge, we excel

Parents' Guide for Booking Appointments

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

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
Mrs	Rachael	Abbot
Email	Confirm Email	
rabbot4@gmail.com	rabbot4@gmail.com	

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	20 July 2000

Log In

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.

Please use your child's "preferred" forename that matches our records (no abbreviations)

Enter your details and email address and confirm in the next box that match our records.

Please enter your child's date of birth- e.g. 26/11/2005

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

[I'm unable to attend](#)

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*.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

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

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown
SENCO

Mrs D Mumford
Mathematics

Mr J Sinclair
English

Mrs A Wheeler
Class 11A

Andrew

Miss F Burton
Mathematics

Dr R Mcnamara
French

Mr J Sinclair
English

[Continue to Book Appointments](#)

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.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Mcnamara	Andrew	French	L4

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should 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).

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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.

Year 11 Subject Evening
4 appointments from 15:00 to 18:00
Thursday, 13th April

[Print](#) [Amend Bookings](#)

This parents' evening is for pupils in year 11. 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.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO A2
15:10	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jacobs	Ben	History H6
15:25	Miss F Burton	Andrew	Mathematics M2
15:30	Miss J Foster	Andrew	Science S2

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

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