

4<sup>th</sup> March 2019

Dear Parent/carers

## Year 7 “X Band” Parents’ Evening – Thursday March 14<sup>th</sup> 2019

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 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 Monday 4<sup>th</sup> March 2019** and will close at **11.55pm on Monday 11<sup>th</sup> March 2019**. 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 4.35pm: the next appointment available to book will be 4.40pm. If you are unable to access the internet or need to amend any appointments you have made after the 11<sup>th</sup> March, 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 appointments, (you can copy and paste this into your web browser). 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).

Teacher appointments will take place in the languages block from **4:00pm-7:00pm** with the designated room information displayed in reception on the evening to assist you. Please sign in, as in 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://www.tavistockcollege.org/learning/faculties/> )

**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 R Squire**  
Head of Year 7

**Parents’ Guide for booking appointments see over page**

**Parents’ Guide for Booking Appointments**

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

**Together: we care, we challenge, we excel**

**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: Mrs  
 First Name: Rachael  
 Surname: Abbot  
 Email: rabbit4@gmail.com  
 Confirm Email: rabbit4@gmail.com

**Student's Details**

First Name: Ben  
 Surname: Abbot  
 Date Of Birth: 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.

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

**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 Teachers**  
 If you don't wish to see any teacher below, de-select 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
16:30		✓	
16:40			
16:50	+		+
17:00			+

### 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.

Time	Teacher	Student	Subject	Room
18:00	Mr J Brown	Ben	SENCO	A2
18:10	Mr J Wheeler	Ben	English	1A
18:15	Mr J Wheeler	Andrew	English	1A
18:20	Mr A Wheeler	Ben	History	1A
18:25	Miss B Patel	Andrew	Mathematics	10E
18:30	Miss J Foster	Andrew	Science	10E

### 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*.