

November 2019

Dear Parent/carer

Year 12 and 13 Parents` Evening – Thursday 21st November 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 Friday 8th November 2019** and will close at **11.55pm on Monday 18th November 2019**. Please note, appointments will be made on a first come first served basis and will be 10 minutes in length. If you see on the booking grid the time slot in grey, 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 18th November, 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 in the gymnasium, hall and refectory from **3:45pm-6:45pm** with the designated room information displayed at the entrance to the block 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 <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,



Mr T Galli
Head of Sixth form

Parents` Guide for Booking Appointments

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

Together; we care, we challenge, we excel

Parents' Guide for Booking Appointments

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: rabbot4@gmail.com | Confirm Email: rabbot4@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 Johnson	Ben	Science	A2
18:10	Mr Johnson	Ben	English	2A
18:15	Mr Johnson	Andrew	English	2A
18:20	Mr Johnson	Ben	History	2A
18:25	Miss Brown	Andrew	Mathematics	2A
18:30	Miss Foster	Andrew	Science	2C

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*.