

March 2021

Dear Parent/carer

## Year 11 X Band students Progress Evening – Wednesday 30<sup>th</sup> March 2021 from 3:30pm-6:30pm

This is a very important time in your child's education and we would like to invite you to attend the above Parents' Evening. This will provide you with an opportunity to discuss the qualifications arrangements for your son/daughters teachers assessed grades. To support you, please see the PDF guidance slides attached which summarises from the DfE the process all schools must follow.

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 difference to previous years is that due to current COVID-19 restrictions these appointments will be via a virtual video meeting. Please copy and paste this link [Parents Evening video appointments guide](#) into your browser to view how to attend appointments over video call.

By using the video platform this will mean that appointments times will have to be strictly adhered to as the software will cut your meeting off after the allocated time.

Schoolcloud is the software provider for the Progress Evening booking system. There is a guide for parents on this link [Parents guide](#) and also troubleshooting issues [Troubleshooting guide](#)

The appointment system goes live at **6.00pm on Monday 15<sup>th</sup> March 2021** and will close at **11.55pm on Monday 22<sup>nd</sup> March 2021**. Please note, appointments will be made on a first come first served basis and each appointment will also include 2 minute "movement time". For example, you will be unable to book an appointment at 4.30pm and another at 4.31pm: the next appointment available to book will be 4.32pm. 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 22<sup>nd</sup> March, please contact Mrs Laura Roper, Data administrator, on 01822 614231 ext 226 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")

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**Together;** we care, we challenge, we excel

- 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.

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/>

We look forward to seeing you.

Yours sincerely,



Mrs R Squire  
Head of year 11

## Parents' Guide for Booking Appointments

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

## 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	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.

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

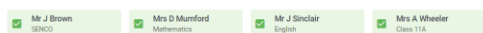
Click on the date you wish to book.

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, deselect them before clicking the button to continue.

Ben



Andrew



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.

	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
16:30	Mr J Brown	Ben	SENCO	01
16:50	Mr J Sinclair	Ben	English	01
16:50	Mr J Sinclair	Andrew	English	01
16:50	Mr A Wheeler	Ben	History	01
16:50	Miss F Burton	Andrew	Mathematics	01
16:50	Miss F Foster	Andrew	Science	01

## 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*.