

October 2018

Dear Parent/ carer

## Year 7 Meet the Tutor evening – Thursday 18<sup>th</sup> October 2018

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

The college has an easy to use online appointment booking system for all year groups. This system allows you to choose your tutor's appointment times. You will also receive an email confirming your appointment time.

The appointment system goes live at **6.00pm on Monday 8<sup>th</sup> October 2018** and will close at **11.55pm on Monday 15<sup>th</sup> October 2018**. Please note appointments, which will be for 10 minutes, will be made on a first come first served basis. If you see on the booking grid "busy" in grey 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 15<sup>th</sup> 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 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 hall from **4:30pm-7:00pm** with the designated seat number displayed at reception on the evening to assist you. Please sign in 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 year.

We look forward to seeing you.

Yours sincerely,



**Mrs Alison Horn**  
Executive business lead



**Miss Sonia Fox**  
Head of Year 7

## Parents' Guide for Booking Appointments

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

## Parents' Guide for Booking Appointments

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: 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 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 SENDCO
- 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
16:00	Mr J Brown	Ben	SENCO	A2
16:10	Mr J Wheeler	Ben	English	1A
16:15	Mr J Wheeler	Andrew	English	1A
16:20	Mr J Wheeler	Ben	History	1A
16:25	Miss B Patel	Andrew	Mathematics	10E
16:30	Miss B Patel	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*.