

October 2019

Dear Parent/ Carer

**Year 7 Settling in Evening – Monday 28<sup>th</sup> October 2019**

This is a very important time in your child's education and we would like to invite you to attend the above Year 7 Settling in 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 Wednesday 16<sup>th</sup> October 2019** and will close at **11.55pm on Friday 25<sup>th</sup> October 2019**. Please note appointments, which will be for 5 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 25<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.parenteveningsystem.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.

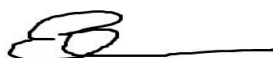
Teacher appointments will take place in the hall from **4:30pm-6:30pm** with the designated seat number displayed at reception on the evening to assist you. Please sign in on the night to confirm your attendance.

**Due to a college residential Mrs Solman, 7DA is unavailable on this day. An alternative date has been arranged for her tutor group and those parents and carers affected have been notified.**

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,



**Mr E Lane**  
Head of Year 7

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

## Parents' Guide for Booking Appointments

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

## Parents' Guide for Booking Appointments

### 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

### 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 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*.

### 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 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 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 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.

### 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 Monamara  
French

☒ Mr J Sinclair  
English

Continue to Book Appointments

	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.

	Year 11 Subject Evening Appointment Bookings for 11/04/2025				Thursday 10th April
Home	Print Amend Bookings				
My Bookings	This parent's evening is for pupils in year 11. Please enter the school via the main entrance and follow the signs for the Main Hall where the 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 Brown	Ben	English	5A
	15:15	Mr J Brown	Andrew	English	5A
	15:20	Mr A Wheeler	Ben	History	1A
	15:25	Miss B Patel	Andrew	Mathematics	1E
	15:30	Miss Wheeler	Andrew	Science	1C
Send feedback					
Logout					

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*.