

October 2019

Dear Parent/ Carer

Year 7 Settling in Evening – Monday 28th 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 16th October 2019** and will close at **11.55pm on Friday 25th 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 25th 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.

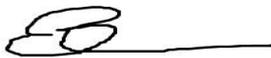
Teacher appointments will take place in the hall from **4:30pm-6:30pm** with the designated seat number displayed at reception on the evening to assist you. Please sign in on the night to confirm your attendance.

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

Together; we care, we challenge, we excel

Parents' Guide for Booking Appointments

Browse to <https://tavistockcollege.parentseveningsystem.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 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
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.

	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	6A
16:15	Mr J Wheeler	Andrew	English	6A
16:20	Mr A Wheeler	Ben	History	6A
16:25	Miss B Patel	Andrew	Mathematics	6E
16:30	Mrs A Wheeler	Andrew	Science	6C

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*.