

Tavistock COLLEGE

Principal: Mrs Sarah Jones BSc (Hons), PGDip, M.Ed

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November 2019

Dear Parent/carer

Year 08 Parents` Evening – Thursday 5th December 2019 (Now both X and Y Band. Y Band evening cancelled 12th December 2019 due to the General Election)

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 22nd November 2019** and will close at **11.55pm on Monday 2nd December 2019**. Please note, appointments will be made on a first come first served basis and each appointment will also include 5 minute movement time. For example, you will be unable to book an appointment at 4.30pm and another at 4.35pm: the next appointment available to book will be 4.40pm. 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 2nd December, please contact the head of year administrator Ms Cocker on 01822 614231 ext 214 who will be happy to assist you.

Please visit <u>https://tavistockcollege.parentseveningsystem.co.uk</u> 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-7:45pm** 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,

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Mrs H Blackmore Head of year 8

Parents' Guide for Booking Appointments

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

Together; we care, we challenge, we excel













Parents' Guide for Booking Appointments

	ening System	
	ireen Abbey parents' evening bo n - please ensure your email ad	poking system. Appointments can be amended via a link from the Idress is correct.
our Details	3	
Title	First Name	Surname
Mrs •	Rachael	Abbot
Email		Confirm Email
rabbot4@gmail	.com	rabbot4@gmail.com
rabbot4@gmail Student's D First Name		

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.

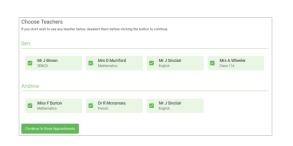
- 1. Please use your child's "preferred" forename that matches our records (no abbreviations).
- 2. Enter your details and email address and confirm in the next box that match or records.
- 3. Please enter your child's Date of birth eg: 26/11/2005

his parents' evening is an opportunity to meet	Click a date to continue:		
our child's teacher. Please enter the school via			
he main entrance and sign in at reception.	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.



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.



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.

<u>h</u>	Year 11 Subject Evening 6 reportstreets from 15 KB to 15:25				
	6 Pres	/ several balance			
a de la calega		ning to for pupils to year a rial where this evening			
		Teacher	Student	Subject	Baam
	15:00	Mr.J.Brown	241	88400	A2
	15:10	Mr.J.Steral	141	Ergfish.	89.
	10.15	Mr.J. Strafak	Ardinew	trightin	
	19:20	Mr.m.Jacoba	2×1	samey	with
Factory 1	19.28	Max # Burlon	Ardise	Mathematica	MB
	13.50	March Street	Arabas	Brience	80

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.