

Tomlinscote School & Sixth Form College

A Specialist Language College



01 November 2018

Dear Parents/Carers

Year 10 Parents' Evening - Online Appointment Booking

I would like to invite you to attend our Parents' Evening which will be held in the Main Hall and The Bee Hive dining hall on Tuesday, 13th November 2018, from 3.30pm to 6.00pm.

During your visit please take the time to read the notices on the power point in the main hall.

Staff will make themselves available to parents *by appointment only* within the scheduled 3.30pm to 6.00pm time period. The prime purpose of this evening is to pick up any *concerns* that either you, or teaching staff may have regarding the performance of your child in each subject. ***Please note that students are invited to attend this evening with their parents. Students will be expected to wear school uniform.***

The school is now using an intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with subject teachers and you will receive an email confirming your appointments. Appointments can be made between **7pm Tuesday 6th November until 12.00pm on Monday 12th November.**

Please visit <https://tomlinscote.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is included with this letter.) Login with your details and the following information:

Student's First Name, (in full, please, e.g. 'Daniel' not 'Dan')

Student's Surname

Student's Date of Birth

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Cont'd.....



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Appointments are at intervals of 5 minutes, there will be a gap of 5 minutes between appointments. **You will need to bring a copy of your appointments with you on the evening and it is possible to obtain a printout from the system.**

Due to the sheer number of students we have per year group, it is sometimes not possible for teachers to see every parent. Some teachers teach more than one class and other teachers share a class. Therefore it may not be possible to see every teacher you wish to. If you do have any concerns, you can always request a call back from the teacher at a later time.

Staff will be seated in alphabetical order and there will be a board in the entrance foyer of the Main Hall to indicate approximate seating positions and *the names of any absent staff*. I would appreciate it if all parents, on entry, would sign in by their son's/daughter's name on the Form Lists provided in the Conference Entrance foyer. Space and seating are limited.

In addition to subject staff, members of the Senior Leadership Team will be available on the evening.

Yours sincerely

Mr R Major
Head of School