



# Tomlinscote School

## Parents' Guide for Booking Appointments

Browse to <https://tomlinscote.parenteveningsystem.co.uk/>

### Step 1: Login

Please fill out all the details on the page. Use your child's "preferred" forename that matches our records (no abbreviations).

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

**Student's Surname**

**Student's Date of Birth – e.g:26/11/2005**

A confirmation of your appointments will be emailed to you and we may need to contact you.

### Step 2: Select Parents' Evening

Select evening or unable to attend and specify a reason.

### Step 3: Choose a Booking Method

Select manual.

### Step 4: Choose a Teacher

The name(s) of your child's teacher(s) will appear.

Mr J Bloggs  
Class 7M (Class 7M)

Student Name  
✓

15:30	+
15:35	+
15:40	+
15:45	+
15:50	+
15:55	+
16:00	+
16:05	+
16:10	+
16:15	+

**Step 5: Choose a Time**

✓ Your appointments have been saved and an email will be sent confirming your appointments.

Meet the Tutors Year 7  
1 appointment from 15:30 to 15:35  
Tuesday, 9th October

Print Amend Bookings Subscribe to Calendar

Please enter the School via the Conference entrance and sign in at the Main Hall.

Teacher	Student	Subject
15:30	Mr J Bloggs	Student Name Class 7M

**Step 6: Appointment Saved**

**Finished - Appointments Saved**  
✓ Your appointments have been saved and an email will be sent confirming your appointments.  
[Click here](#) to view/print your appointments.

Mr J Bloggs  
Class 7M (Class 7M)

Student Name  
✓

15:30	✓
15:35	
15:40	
15:45	
15:50	
15:55	

**Step 7: Confirmation of Appointment**