



Tomlinscote School

22 November 2021

Dear Parents/Carers

Year 8 virtual Progress Meeting - Online Appointment Booking

I would like to invite you to attend our virtual Progress Meeting for Year 8 Students. It will be held on Thursday 9th December 2021, from 3.30pm to 6.45pm.

Staff will make themselves available to parents *by appointment only* within the scheduled 3.30pm to 6.45pm 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.

The school uses 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 Thursday 2nd December until 12.00pm on Wednesday 8th December.**

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

Cont'd.....

Appointments are at intervals of 5 minutes, there is a running timer indicating how long your appointment has left. This will turn orange when there is one minute until the end of your appointment, your appointment will end automatically after 5 minutes. Please be warned that this end is very sudden and the screen will go black. You may wish to leave a 5 minute break between appointments. 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 and there is a maximum of six appointments.

Please click on the link below for full instructions on how to use our virtual Progress Meeting and I suggest you access the system well in advance of your first appointment.

<https://support.parentseveningsystem.co.uk/article/801-video-parents-how-to-attend-appointments-over-video-call>

Yours sincerely

Mr R Major
Principal



Principal: Mr R Major, BSc
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Tomlinscote School is part of The Prospect Trust, registered in England number 10842315
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