



Tomlinscote School

Parents' Guide for Booking Appointments

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

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Student Name

Mr J Bloggs
Class 7M

Continue to Book Appointments

Step 3: 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	<input type="checkbox"/>
15:35	<input type="checkbox"/>
15:40	<input type="checkbox"/>
15:45	<input type="checkbox"/>
15:50	<input type="checkbox"/>
15:55	<input type="checkbox"/>
16:00	<input type="checkbox"/>
16:05	<input type="checkbox"/>
16:10	<input type="checkbox"/>
16:15	<input type="checkbox"/>

Step 4: Choose a Time

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	<input checked="" type="checkbox"/>
15:35	<input type="checkbox"/>
15:40	<input type="checkbox"/>
15:45	<input type="checkbox"/>
15:50	<input type="checkbox"/>
15:55	<input type="checkbox"/>

Step 5: Appointment Saved

✔ 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: Confirmation of Appointment