



Tomlinscote School

November 2023

Dear Parents/Carers

Year 8 Parents Evening - Online Appointment Booking

I would like to invite you to attend our Progress Evening for Year 8 Students. It will be held on 7th December from 3.30pm to 6.45pm in the Main Hall.

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. ***Please note that students are expected to attend this evening with their parents.***

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 30th November until 12.00pm on Wednesday 6th 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

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

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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 the teachers to see every parent/carer. 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.

Unfortunately, due to the staff shortage in Music, there will not be any appointments for Music. Parents can email Mr Frater (lfrater@tomlinscoteschool.com) if they would like some progress information about Music for their child.

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 child's name on the form list 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
Principal