



Tomlinscote School

March 2024

Dear Parents/Carers

Year 7 virtual Progress Meeting - Online Appointment Booking

I would like to invite you to attend our virtual Progress Meeting for Year 7 Students. It will be held on Thursday 18th April 2024, 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. Please note that students are expected to attend this evening with their parents.

There will not be appointments available for the following subjects due to staff maternity or staff shortage.

- Music – parents can email Mr Frater (lfrater@tomlinscoteschool.com)
- RS – with Mrs Teare due to maternity leave
- Science – for 7M, 7Q and 7R due to the teacher leaving in March.

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 Tuesday 26th March until 12.00pm on Wednesday 17th April 2023.**

Please visit <https://tomlinscote.parenteveningsystem.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

Please make sure you select the 'manual' booking method.

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. 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 they will not be able to see everyone. Therefore, it may not be possible to see every teacher you wish to.

Please click on the link below for full instructions on how to use our virtual Parents' Evening. On the day, I suggest that 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