

Tomlinscote School & Sixth Form College

A Specialist Language College



Parents' Guide for Booking Appointments

[Browse to https://tomlinscote.parentseveningsystem.co.uk/](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.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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 ✓
 15:35
 15:40
 15:45
 15:50
 15:55

Step 5: Appointment Saved

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

Meet the Tutors Year: 7 Tuesday, 9th October
 1 appointment from 15:30 to 15:55

Print Amend Bookings Subscribe to Calendar

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

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

Step 6: Confirmation of Appointment