

Our Ref: office/2020/Y11/ParentsEvening

26 October 2020

Dear Parent/Carer

### **Re. Y11 Subject Evening**

I would like to inform you and your child that the Subject Evening for Year 11 will be taking place this Thursday 29<sup>th</sup> October 2020 between from 4.00pm – 7.00pm. Due to Covid 19, this year it will be done virtually via an online booking system.

As a parent/carers, you will be able to book an appointment online from today, however, the sooner you book the greater chance you have of getting the times you would like. The appointment slots available for child will be displayed when you log in online.

The online system is extremely easy to use: please follow these steps:

Browse to: <https://tcolc.parentseveningsystem.co.uk>

**A link to the Parent's Evening System can be found on the TCOLC website. Go to tab Parents & Students and find the Parents Evening System link in there.**

#### **Step 1: Login**

- Fill out all details on the page then click the *Log In* button.
- A confirmation of your appointment will be sent to the email address you provide – please ensure it is correct.
- The student details must match what you gave us on the yellow contact form. Please use your child's preferred forename.
  - Enter your **son/daughter's Date of Birth** in the following format dd/mm/yyyy
  - For the 6<sup>th</sup> of February 2005 you would enter: 06/02/2005

#### **Step 2: Select the event Year 11 Subject Evening**

- Click on the time you wish to book.
- Unable to make this day? Click on the ***I'm unable to attend*** button.  
**This is the only day and times that we have for you to speak with your child's teachers and unfortunately we cannot accommodate another day or time.**

#### **Step 3: Choose Teachers**

Year 11 subject teachers names will appear.

- Click on ***Continue to Book Appointments***.

#### **Step 4: Book Appointment**

- Scroll down to view all available appointment times. Click any of the green cells to make an appointment. Grey cells are unavailable.
- To change an appointment, delete the original by hovering over the blue box and clicking ***Delete***. Then choose an alternate time.

Once you have finished booking your appointment, at the top of the page in the alert box, press ***click here*** to finish the booking process.

**Please click on the 'translator required' box if you need an interpreter to be present for the interview. Please put the language you require in the 'comment box'. Please note this is not a guaranteed service.**

#### **Step 5: Finished**

You are now on the ***My Bookings*** page and your interview time slot will be seen. An email confirmation will have been sent. You can print this appointment time if necessary by clicking the ***Print*** option.

To change your appointment, click on the ***Amend Bookings*** link in the email

**Each slot will be 5 mins in duration.**

We look forward to speaking you on the day.

Yours sincerely

**Mr P Davey**  
**Head of Year 11**