

Our Ref: office/2020/Y9/SubjectEvening

12 January 2021

Dear Parent/Carer

Re. Year 9 Parents' Evening

I would like to inform you and your child that the Parents' Evening for Year 9 will be taking place on Thursday 21st January 2021 between from 4.00pm – 7.00pm. This year, due to COVID-19, it will be done through TEAMS. Please ensure we have your correct phone number.

As a parent/carer, from today, you will be able to book an appointment online through our Parents' Evening Booking System. However, the sooner you book the greater chance you have of getting the times you would like. The appointment slots available for your son/daughter's subject teachers 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> or the link can be found on The City of Leicester College website. **Go to the 'Parents & Students' tab and find the 'Parents Evening Booking System' link** <http://www.cityleicester.co.uk/parents/parents-evening-booking-system/>

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 6th of February 2005 you would enter: 06/02/2005

Step 2: Select the event Year 9 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 Form Tutor and unfortunately, we cannot accommodate another day or time.

Step 3: Choose Teachers

Year 9 Subject teacher name will appear.

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

Step 4: Book Appointment

- Scroll down to view all available appointment times. **Each slot will be 5 mins in duration.**
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. Put the language you require in the 'comment box'. This is not a guaranteed service.

Step 5: Finished

You are now on the **My Bookings** page and your 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.

We look forward to speaking you on the day.

Yours sincerely

Ms S Powell
Head of Year 9