

Year 7 Tutors' Evening – Monday 19th October, 4.30-6.30pm

October 2015

Dear Parent,

We invite you to join us to discuss the progress your child has made in their first half term at Test Valley. Meetings will be with your child's form tutor and by appointment only. Mrs Gibbs (Head of Learning Support) and I will also be available should you wish to talk to us. We should stress that meetings will be brief and there will be the opportunity to discuss more detailed progress in individual subjects at the **Year 7 Parents' Evening on 8th February 2015**.

This evening is an opportunity to discuss with your child's tutor:

- how he/she is settling following their transition from primary school
- the progress he/she has already made this half term

I hope that you will be able to join us for the evening and would ask you to return the slip below, indicating whether you are able to attend. We are piloting the online booking of appointments and would ask you to follow the instructions on page two on how to book an appointment with your child's tutor.

Should you have any queries regarding the above arrangements please do not hesitate to contact your child's tutor or myself.

Yours sincerely

Mr A Hill
Year 7 Co-ordinator

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Year 7 Tutors' Evening - Monday 19th October 2015, 4:30 – 6:30pm.

Name of Pupil: _____ Tutor Group: _____

I/We will/will not be able to attend the Year 7 Tutors' Evening on Monday 19th October.

Signature: _____ Date: _____

Name of Parent: _____

HEADTEACHER • MISS L HISCOCK B.ED (HONS)



Parents' Evening Booking System Trial

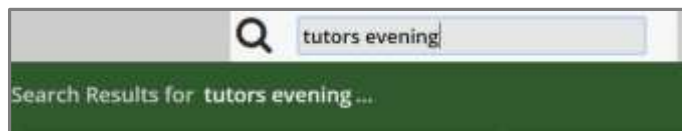
For this Year 7 Tutors Evening, we are trialling an online system for booking appointments with your child's tutor.

If you are unable to use the Internet to make your booking, please contact the school office who will be able to assist.

Please remember that for the evening to run smoothly, each appointment must last no longer than 5 minutes. Thank you.

How to book an appointment

1. On the Test Valley School website — www.testvalley.hants.sch.uk — search for "Tutors Evening".



2. Click on the 'Top Hit' search result, which is a link to the Parents' Evening Booking System.
3. Log in by entering your details and the details of your child.

Test Valley School
School contact details: School Office
Phone: 01264 810555 Email: office@testvalley.hants.sch.uk

* Fields marked with * are mandatory.

Parents' title* Parents' Surname* E-Mail Address

Ms

Your email address is used to receive booking confirmations.

Please enter the details of the child you want to make bookings for

Child's First Name* Child's Surname*

Child's DOB (dd/mm/yyyy)* Child's Register Class*

Login

4. Click on the **Year 7 Tutors Evening** link in blue under the 'Parents' Evening' column.

Name of Group	Parents' Evening	Date	Start	End
Autumn 2015	Year 7 Tutors evening	19/10/2015	04.30 PM	06.30 PM

5. Now you are able to click an available five minute time slot to book it.

04.30 PM	Available	(Click to reserve)
04.35 PM	Available	(Click to reserve)
04.40 PM	Available	(Click to reserve)
04.45 PM	Available	(Click to reserve)
04.50 PM	Available	(Click to reserve)
04.55 PM	Available	(Click to reserve)
05.00 PM	Available	(Click to reserve)
05.05 PM	Available	(Click to reserve)
05.10 PM	Available	(Click to reserve)
05.15 PM	Available	(Click to reserve)
05.20 PM	Available	(Click to reserve)
05.25 PM	Available	(Click to reserve)
05.30 PM	Available	(Click to reserve)
05.35 PM	Available	(Click to reserve)
05.40 PM	Available	(Click to reserve)
05.45 PM	Available	(Click to reserve)
05.50 PM	Available	(Click to reserve)

6. Click **Make Booking**.

7. If desired, click **Print your bookings** or **Email your bookings** to receive confirmation.