

Year 7 Tutors' Evening for 7S

Tuesday 16th October, 4.30-6.30pm

October 2018

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. Unfortunately Ms Boddington is not in school on the published date of Thursday October 18th but is able to meet with parents on this alternative date. I will also be available should you wish to talk to me. We should stress that meetings will be brief and there will be the opportunity to discuss more detailed progress in individual subjects with subject teachers at the **Year 7 Parents' Evening on 7th February 2019**. If possible we would recommend that you bring your child to the appointment so that they can participate in the discussion around them. Parking is available on our tennis courts.

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 do 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. Booking of appointments is through an online system and we would ask you to follow the enclosed instructions on how to book an appointment with your child's tutor. The booking system will be available from **7pm on Thursday 11th October**. If you are unable to attend this rearranged date you can e-mail Ms Boddington so that she can arrange a phone call or another time for an appointment. **boddingtoni@testvalley.hants.sch.uk**

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

Yours sincerely

Mrs C Stubbs
Year 7 Co-ordinator

✂-----

Year 7 Tutors' Evening - Tuesday 16th October 2018, 4:30 – 6:30pm.

Pupil Tutor Group

I/We will/will not be able to attend the Year 7 Tutors' Evening on Tuesday 16th October.

Signed (parent) Date

Please print name

----- **HEADTEACHER • MISS L HISCOCK B.ED (HONS)** -----



Parents' Evening Booking System

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

You do not need a username and password to use this system, and do not need an account for Moodle.

Bookings can be made from 11th October at 7pm. The booking deadline is 16th October (7S) or 18th October (7A, 7D, 7N) at 3:20pm.

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.

You will need to enter your child's **Legal Name** if this differs from their Preferred Name. Please also choose the **parent title** ("Miss", "Ms", "Mr" etc.) that matches our records.

4. Click on the **Manual Booking Table** link in blue under the 'Parents' Evening' column.
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)

5. Click **Make Booking**.

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	Year 7 Tutors' Evening — 7A, 7D, 7N Manual Booking Table - Edit, Add, Print or E-Mail Bookings	18/10/2018	04.30 PM	06.30 PM

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