

Year 7 Tutors' Evening – Thursday 17th October, 4.30pm

October 2019

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 (SENCO) 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 with subject teachers at the **Year 7 Parents' Evening on 6th February 2020**.

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 10th October.

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

Yours sincerely

Mr I Murdoch-Smith
Year 7 Co-ordinator

Year 7 Tutors' Evening - Thursday 17th October 2019, 4:30pm.

Name of Pupil: _____ Tutor Group: _____

I/We will/will not be able to attend the Year 7 Tutors' Evening on Thursday 17th October.

Signature: _____ Date: _____

Name of Parent: _____

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 Thursday 10th October at 7pm. The booking deadline is Thursday 17th October 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”.

A search bar with the text 'tutors evening' and a magnifying glass icon. Below it, a green box displays 'Search Results 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.

The login form includes the Test Valley School logo and contact details. It has sections for 'Parents/Guardians Login Here:' with fields for Title, Surname, and E-Mail; and 'Enter Student Details Here:' with fields for First Name, Surname, and Date of Birth. A 'Login' button is at the bottom.

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**.

A blue button labeled 'Make Booking' is shown above a text input field with the placeholder text 'Do you have any particular issues to discuss?'. Below the input field are two buttons: 'Make Booking' and 'Close'.

Name of Group	Parents' Evening	Date	Start	End
Autumn Term	Year 7 Tutors' Evening Manual Booking Table - Edit, Add, Print or E-Mail Bookings		04.30 PM	06.30 PM

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