

**HEADTEACHER**

Mrs Elizabeth Robinson BA (Hons) Oxon



Panfield Lane  
Braintree  
Essex CM7 5XP

**TELEPHONE**  
01376 323 701

**EMAIL**  
mail@taboracademy.co.uk

**WEBSITE**  
taboracademy.co.uk

15<sup>th</sup> April 2015

Dear Parent/Carer

**Year 7 Parent/Carers' Consultation Event – Tuesday 28<sup>th</sup> April 2015**

Our important Year 7 Parents/Carers' Consultation Event will be held between 2.10pm and 7.30pm on Tuesday 28<sup>th</sup> April 2015.

All appointments will be taking place in the School Hall, Library, Music and Modern Foreign Languages areas and you must make an appointment to see a teacher.

All students are expected in school at the normal time on this day, but they will be allowed to end the day at 1.30pm.

We will still be running six lessons, however, these lessons will be shorter in order to allow all students to leave by 1.30pm.

Appointments are for five minutes. If more time is needed teachers will ask you to make a further appointment at another time. Please do not be offended if a teacher draws an appointment to a close by suggesting that a further appointment is made, this will allow all parents to see as many teachers as possible during the day.

If you wish to see a teacher that you have not made an appointment with, you may be able to book an appointment at the reception desk if that teacher has any available slots.

Please make every effort to attend this important event. If you have any queries, please do not hesitate to contact me at school.

**As this is a formal meeting all students should wear school uniform.**

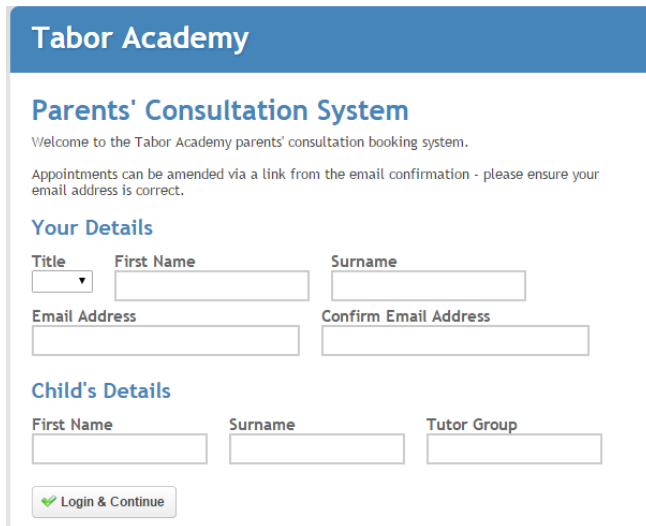
Yours sincerely

Mr J Chauhan  
Assistant Headteacher

In order to make appointments easier to manage, we are continuing with our online booking system. You have a number of options for making appointments:

**Option 1**

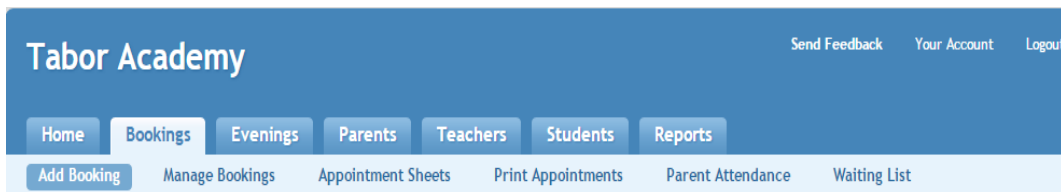
Go to <http://tabor.parentseveningsystem.co.uk>. Enter the requested details and click Login.



You will be presented with a screen similar to the one shown below.

Year 7 Parent/Carers' Consultation Event for you to book in to see your child's subject teachers.

Please Click Continue.



**Add Booking**

Note: adding a booking will send an email confirmation to the parent if they have an email address listed under [Manage Parents](#).

Select an event to continue:



**Year 7 Parent/Carers' Consultation Event**

This event is for Year 7 students.

All teachers will be located in the Music, Modern Foreign Languages areas and the School Hall.

Students are required to attend in full school uniform.

Date: 28/04/2015 Time: 14:00 - 19:30



Continue

You will be presented with a list of your child's subjects and teachers. Please note that if your son/daughter has more than one teacher, you may wish to change the teacher selected.

**Tabor Academy** Send Feedback Your Account Logout

Home Bookings Evenings Parents Teachers Students Reports

Add Booking Manage Bookings Appointment Sheets Print Appointments Parent Attendance Waiting List

### Choose Teachers for Year 7 Parent/Carers' Consultation Event

Teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the teacher's name. To select the teacher again, simply click their name. Add any other teachers you wish to see for by clicking on the **Add a new teacher** button.

- Mr B Baker - Tech
- Mr M Bowman - Phys Ed
- Mr C Chaplin - Art
- Mrs S Drury - Life Skills
- Mrs D French - Phys Ed
- Mr R Garrett - Maths
- Ms B Green - Maths
- Mr P Jeffery - Science
- Ms G Kenney - Science

Click continue to book appointments.

Simply click 'book' at the time you would like for each teacher.

**Tabor Academy** Send Feedback Your Account Logout

Home Bookings Evenings Parents Teachers Students Reports

Add Booking Manage Bookings Appointment Sheets Print Appointments Parent Attendance Waiting List

### Make Appointments

Year 7 Parent/Carers' Consultation Event (28/04/2015).  
Parent:

	Mr N Le Roux (Computing)	Miss G Phelan (English)	Mr C Chaplin (Art)	Mr R Garrett (Maths)	Ms G Kenney (Science)	Miss A O'Connell (Hist)	Mr P Molife (Geog)	Ms B Green (Maths)	Mr B Baker (Tech)	Mrs R Smith (French)	Mr M Bowman (Phys Ed)	Mrs S Drury (Life Skills)	Mrs D French (Phys Ed)	Mr P Jeffery (Science)	Miss S Lewis (Drama)	Mr M Lovell (Music)	Mrs E Read (French)
14:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:25	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
14:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
15:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book

When you have finished booking your appointments, click the link at the top of the page to save your appointments and receive an emailed list.

#### Option 2

Your son/daughter can make appointments with the teacher in lessons. Please note that they will enter these appointments onto the online booking system.

#### Option 3

If you are unable to use the online system, you may telephone/call in to the school reception and book appointments with office staff. Please note that they will enter these appointments onto the online booking system.

Please make every effort to attend as you will have the opportunity to meet all of your child's teachers, ask them about the progress your child is making and check what level they are attaining.