



believe & achieve

Headteacher: Stephen Tong

November 2019

Dear Parent / Carer,

Year 7 Tutor Evening - Online Booking System

We are holding the Year 7 Tutor Evening on Monday 9th December from 3.30 - 6.30pm. This evening will allow you to meet with your child's tutor to discuss how your child has settled into life at Poltair and their initial progress.

In order to make booking appointments easier, you are invited to use our online booking system.

- You will be able to book an appointment for Monday 9th December.
- Your 5 minute appointment will be with your child's tutor or another member of staff if the tutor is unavailable.
- You will be able to add a short note regarding any issues or matters you would like to raise.

What happens if I have no internet access?

Please contact us, either by telephone 01726 874520 or e-mail secretary@poltair.cornwall.sch.uk with details of your availability e.g. 3.30 until 6.30pm, and we will arrange appointments on your behalf.

How do I make appointments?

To make appointments please follow the instructions below or consult the Help Sections within the software and on our website.

- Step 1. Using your internet browser, enter <https://poltair.parentseveningsystem.co.uk/>
- Step 2. Complete the details on the home page using Child's **preferred** name. Choose 'Log In'
- Step 3. Choose your preferred date and then booking method, Automatic or Manual
- Step 4. Follow the online instructions to book an appointment with the allocated member of staff.
- Step 5. Once finished the system will send confirmation of your chosen date/time if you included an e-mail address on the Login page.

We look forward to seeing you.

Yours faithfully

Mr Rod Truan
Assistant Headteacher

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