



Tring School

CEO of the RLP: Mrs Susanna Collings BSc(Hons), MA, FRSA
Head of School: Mrs Sally Ambrose BA(Hons), NPQH
Mortimer Hill Tring Herts HP23 5JD



26 February 2021

Dear Parent/Carer

Year 11 into 12 Student Interviews Thursday 18 March 2021, 4.00–7.00 pm

We are inviting all Year 11 students who have applied to Sixth Form for an informal interview with a member of the Leadership or Sixth Form Team. In the past, these have taken place face to face, during the school day and been arranged directly with the students. This year, these appointments will take place over video call through the Parents' Evening Booking system ([Video appointments guidance](#)). We will, therefore, need parents to book these appointments for their children. The focus of these appointments is for students to discuss their application and subject choices further.

The booking system will open on **Thursday 11 March at 5.00 pm** and will close on **Tuesday 16 March at 11.55 pm**. Please log on between these times to book an appointment. Should you wish to make any changes after this date, please contact the [Sixth Form Office](#).

Please visit <https://tring.parenteveningsystem.co.uk> to book your appointment. (A short guide on how to add appointments is attached here- [Booking guidance](#).) Login with the following information:

Student's First Name / Student's Surname / Date of Birth

Please note, once you have logged in, you will find the name of only one member of staff (this is the person who has been allocated for your appointment). You will then have the option to select the time - all appointments are 10 minutes. If you do not have access to the internet, please contact the Sixth Form Office.

Please ensure that you are logged on to the Parents' Evening System prior to the time of your appointment and be aware that appointments will run according to the booked time. If you are late logging on to the system, your appointment slot will still run to the original schedule. Once the allocated time of the appointment is complete, the video call will close automatically.

Yours faithfully

Mr C Belony
Assistant Head of Sixth Form - Head of Y13

Tel: 01442 822303 Email: tringschool@tringschool.org www.tring.herts.sch.uk

