ISM/JCH/MRO/ProgressEveningLetter

3rd November 2026

Etone College
www.etonecollege.co.uk

Dear Parent/Carer

Year 13 Parents Evening

I would like to invite you to attend our Year 13 Progress Evening on Thursday 26th November 2026 at 4.15pm-7.15pm. Due to the importance of year 13 progress evening, we are planning to conduct our progress evening face to face in school, although we are still using the online system to book appointments.

The school's online appointment booking system allows you to choose your own appointment times with teachers and provided your email address is recorded in school, you will receive an email confirming your appointments.

Appointments can be made from **5.00pm on Wednesday 18th November and will close at 9.00pm on Tuesday 24th November. It is essential that you book as early as possible as appointments will be allocated on a first come, first served basis.**

Please note that appointments are set to 5 minutes for individual teachers or 10 minutes for 2 teachers together. Please try to adhere to your schedule to avoid disappointment in waiting times. **We suggest that you book appointments 5 minutes apart to allow 'travel time' from one appointment to another e.g. appointments at 5.00pm/5.10pm/5.20pm etc.** All appointments will be based in the main site.

During your appointment we will be discussing revision guidance as well as discussing:

- your child`s progress and targets, including feedback from the recent mock exams
- key dates for exams/assessments, including the summer exams

Please use your Matrix Academy Trust App to book your appointments. The parents evening option can be found on your child's page and scroll to the bottom to select parents evening. A short guide on how to add appointments can be found on the reverse of this letter, please follow from step 2.

If you do not use the app, you can visit https://www.etonecollege.co.uk/bookings/ to book your appointments. A short guide on how to add appointments can be found on the reverse of this letter. Please login with your name, email address, Child's FULL name and Date of Birth.

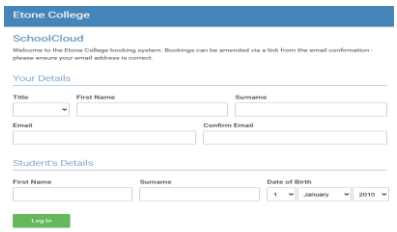
If you do not have access to the internet, please contact Sixth Form PA Mrs Sweet, who will be happy to arrange appointments for you. If a staff member is fully booked, please use the waiting list function and Mrs Sweet will arrange a telephone conversation at a different time.

Yours faithfully

Mr I Smith
Headteacher

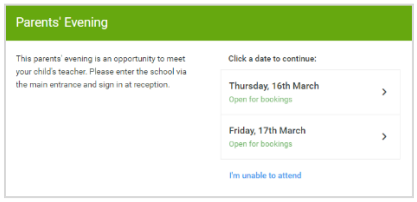
Parents' Guide for Booking Appointments

Browse to https://www.etonecollege.co.uk/bookings/



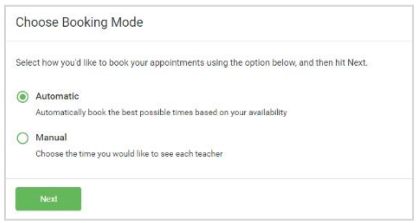
Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.



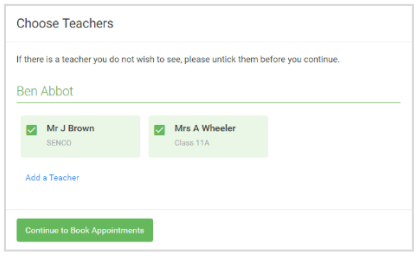
Step 2: Select Parents' Evening

Click on the date you wish to book.
Unable to make all the dates listed? Click *I'm unable to attend*.



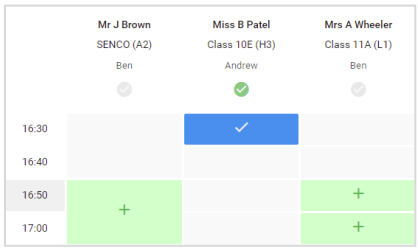
Step 3: Select Booking Mode

Choose Manual then press Next



Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.
Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.
You may book other teachers not listed on the screen by clicking *Add a Teacher*.



Step 5: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.
To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.
You can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.
Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Step 6: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent, and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.
To change your appointments, click on *Amend Bookings*.