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WELCOME TO THE 'PARENTS' EVENING' BOOKING SYSTEM. APPOINTMENTS CAN BE ENTERED FOR A DATE FROM THE EMAIL CONFIRMATION - PLEASE ENSURE YOUR EMAIL ADDRESS IS CORRECT.

Your Details

Title: Mrs
 First Name: Rachael
 Surname: Abbot
 Email: rabbot4@gmail.com
 Confirm Email: rabbot4@gmail.com

Student's Details

First Name: Ben
 Surname: Abbot
 Date Of Birth: 20 July 2000

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.

Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

Mr J Brown
SENCO

Mrs A Wheeler
Class 11A

[Continue to Book Appointments](#)

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|-------------------------------------|--|--|
| 16:30 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16:40 | | | |
| 16:50 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 17:00 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |

Step 4: 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.

My Bookings

This parents evening is for pupils in year 11. Please note the school has the most entrance and follow the signs for the main hall where the evening is taking place. Parking is available in the main school car park.

| Time | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 16:30 | Mr J Brown | Ben | SENCO | A2 |
| 16:30 | Miss B Patel | Ben | English | H3 |
| 16:30 | Miss B Patel | Andrew | English | H3 |
| 16:50 | Mrs A Wheeler | Ben | History | L1 |
| 16:50 | Mrs A Wheeler | Andrew | Mathematics | L1 |
| 17:00 | Mrs A Wheeler | Andrew | History | L1 |

Step 5: 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*.