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WELCOME TO THE "PARENTS' EVENING" BOOKING SYSTEM. APPOINTMENTS CAN BE ENTERED FOR A DATE FROM 14 DAYS BEFORE THE DATE OF THE EVENING. 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.

Your details must match the details that we hold on our school system exactly. If you have any problems logging on please contact the school office.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16:50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17:00	<input checked="" type="checkbox"/>	<input 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.

Parents' Evening

Thursday 16th April

This parents evening is for pupils in year 11. Please refer to the school for the most up to date information 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	10E
16:30	Mrs A Wheeler	Ben	English	11A
16:50	Mr J Brown	Ben	SENCO	A2
16:50	Miss B Patel	Ben	Mathematics	10E
16:50	Mrs A Wheeler	Ben	Mathematics	11A

## 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*.