

SCHOOL SYNERGY

Parents' Evening Booking System

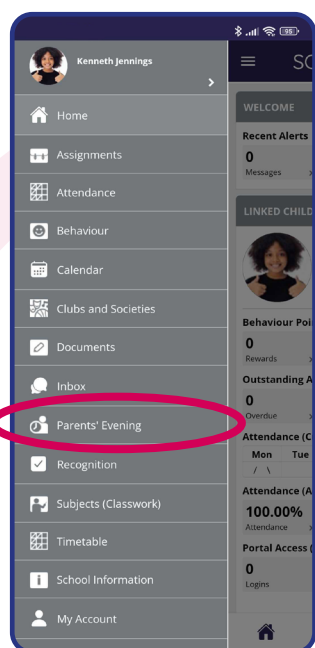
Book your appointments through the Parent Portal. Simply click or tap the the main menu and select Parents' Evening to view available events.

Who Makes Appointments?

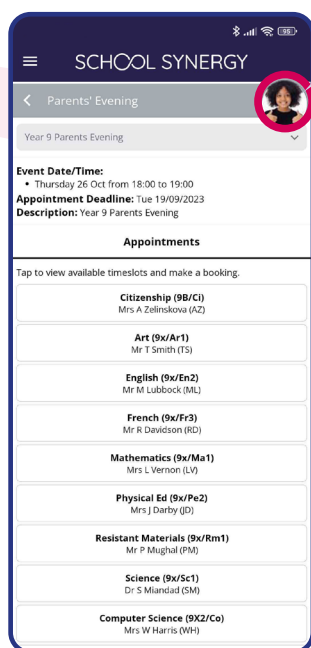
Depending on your school, all parents and carers may be able to book appointments. If parents are to attend together, **only one** parent needs to make appointments through their Parent Portal account.

Booking Appointments

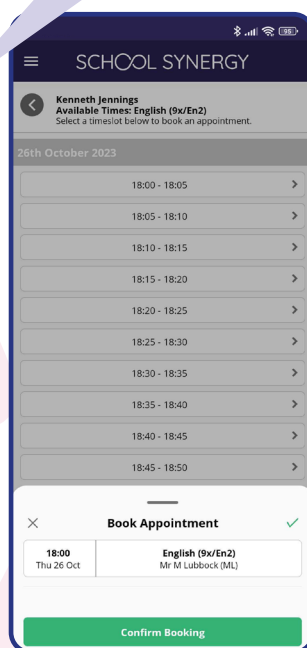
If you have more than one child at school, tap here to switch between.



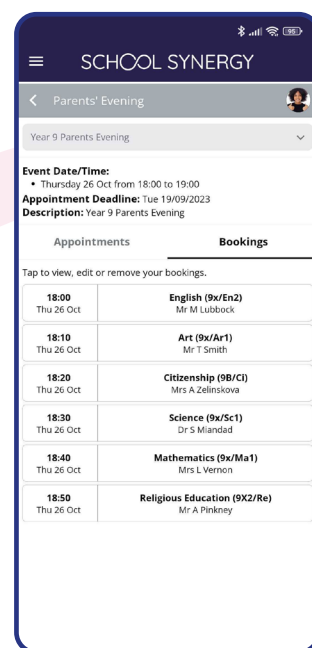
1 Once logged into your App or account via the web, open the side menu and select Parents' Evening.



2 Available events for the selected student will be shown. Select a teacher or class to see availability.



3 Available times will be displayed. Choose a suitable time, then tap to confirm the booking.



4 Repeat the process to add more appointments.

Multiple Children

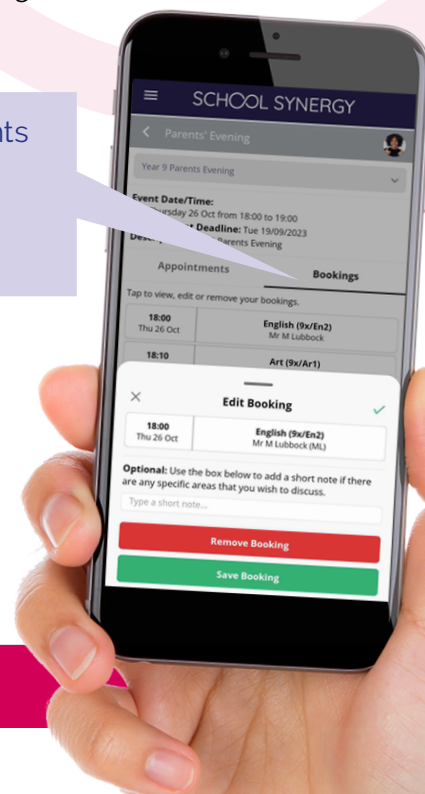
Parents with more than one child in the same year can create bookings for each child and their teacher. If parents wish to split the duty so that each parent books a different teacher for the same time, they will need to do so by using their separate portal account.

Changing or Cancelling Appointments

Existing appointments can be edited, cancelled and re-booked from the Bookings tab.



Click here to take a 2 minute tour of the Parent Portal or scan this QR code with your phone



A complete and intuitive school system