

Booking Parent Evening Appointments

You can book appointments with Teachers online via this option within the PORTAL. When advised that a parent's evening can be booked please login to the PORTAL, choose the 'Parents' Evening' option and make appointments.

1. Once logged in, select Select ParentEvenings from the menus across the top
2. Select Book Appointments

This will display the Parents' evening schedule, as displayed below.

1617 Y7 Parent's evening		30 March 2017 15:45-18
Jack Watts	Available bookings	
15:45	Miss C Brimble <i>IT</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:50	Miss K Ogden <i>PE</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:55	Miss S Evans <i>English</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:00	Mr D Legg <i>History</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:05	Mr P Longbottom <i>Science</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:10	Mr S Bridges <i>Drama</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:15	Mr S Clarke <i>Music</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:20	Mr S Dell <i>Maths</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:25		
16:30		
16:35		
16:40		
16:45		

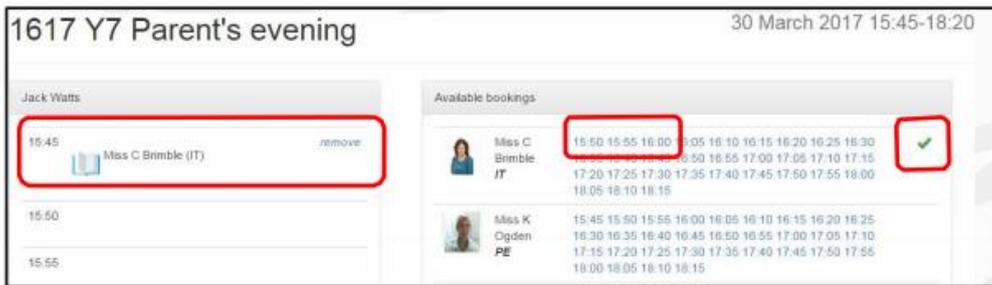
Booking a slot

In the below example, no slots have yet been booked. The student's teachers are listed on the right hand side, along with all the available time slots.

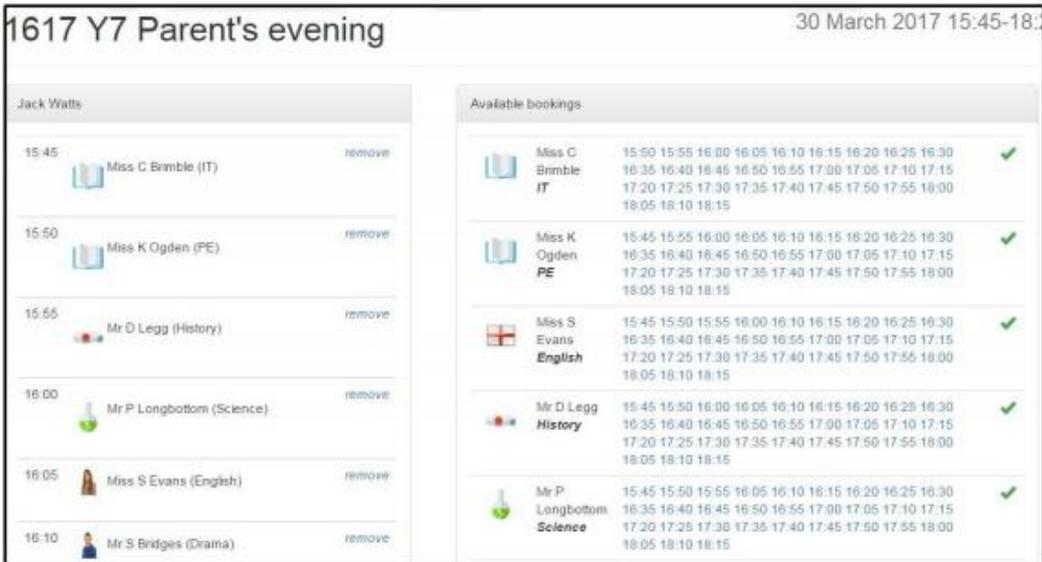
1617 Y7 Parent's evening		30 March 2017 15:45-18:20
[Redacted]	Available bookings	
15:45	Miss C Brimble <i>IT</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:50	Miss K Ogden <i>PE</i>	15:45 15:50 15:55 16:00 16:05 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
15:55	Miss S	15:45 15:50 15:55 16:00 16:10 16:15 16:20 16:25 16:30 16:35 16:40 16:45 16:50 16:55 17:00 17:05 17:10 17:15 17:20 17:25 17:30 17:35 17:40 17:45 17:50 17:55 18:00 18:05 18:10 18:15
16:00		

1. Click on the desired time displayed against a Teacher

In the below example, a booking has been made at 15:45 for Miss Brimble. The booking will show on the left hand side, and a tick will be displayed against the teacher to denote that a booking has been made for that teacher. This slot is not displayed as available for this particular teacher, which prevents anyone else booking this slot.

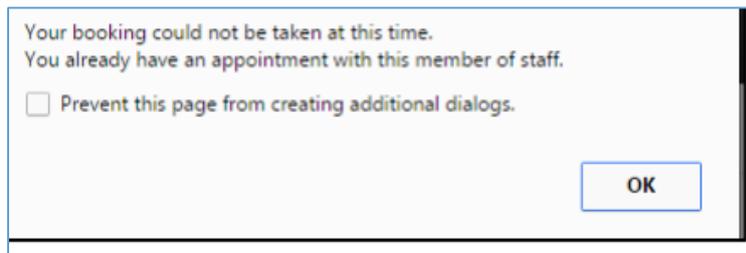


This process can be repeated until all desired bookings have been made, an example is displayed below.

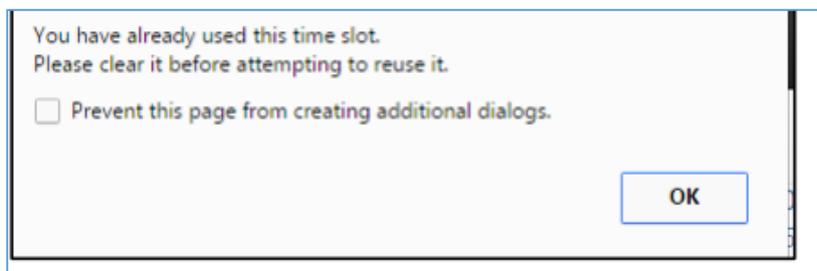


NOTE:

If a second booking is attempted for the same teacher, an error message will be displayed, as shown below. Click Ok to close the box.



If a booking attempt is made for a timeslot where an existing booking is already in place, the following error message is displayed. Click Ok to then choose a new time slot, or remove the pre-existing booking.



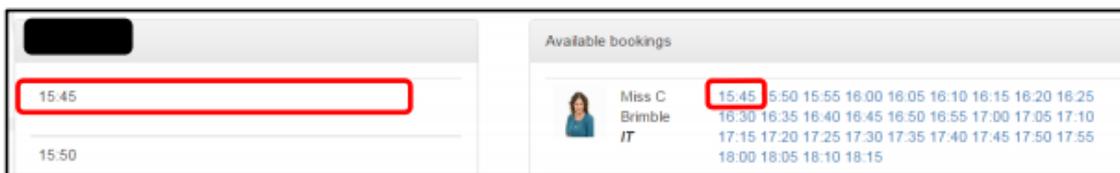
Removing a booking

If a booking was made in error, it can be removed with one click.

1. Simply click on the remove button, situated to the top right of a booking, as displayed below.



The booking will then be removed, and the slot becomes available again.

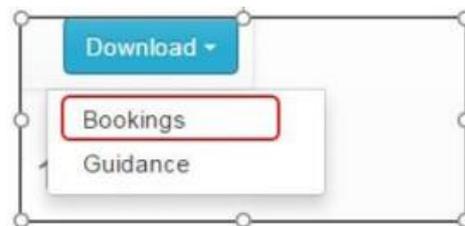


Generating a printable schedule

Once all bookings have been made, it is possible to generate a PDF download, which can be subsequently printed.

At the top of the parents' evening page, there is a download button, to generate a PDF schedule.

1. Click on the Download button
2. Select Bookings



Once the download is complete, the PDF should open automatically, if it does not, then please look in your downloads folder.

3. Locate the file and click open

Additional Information

On some occasions at KS3 or KS4, where students are taught the same subject by two teachers, only one teacher will be available to book. In these situations one of the teachers has been designated the "Lead" teacher and will cover comments from both teachers.

The Special Educational Needs Co-ordinator will be available at most parent evenings for appointments if you wish to book an appointment. The SENCo is available on parent's evenings to discuss general queries with any parent/carer. If you are booking an appointment with the SENCo, please leave 10 mins after your appointment as your booking with the SENCo will last approx. 10 mins (despite the booking system only allowing 5 mins booking slots).

There may be the rare occasion that a teacher's appointments are fully booked at a Parent evening or the member of staff is absent on the evening and you have questions you wish to discuss. If this is the case, please phone the main school reception and ask if the member of staff is able to contact you and give you a verbal overview over the phone. The teacher will then make contact and usually have a conversation over the phone.

If you do not have access to the Internet, you may call the School's Main Reception and they will assist you in making appointments for the evening.