

# Parents' Guide for Booking Appointments

Browse to <https://deanscommunityhigh.parentseveningsystem.co.uk/>

**Deans Community High School**

**Parents' Evening System**

Welcome to the Deans Community High School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

**Your Details**

Title  First Name  Surname

Email Address  Phone Number

**Child's Details**

First Name  Surname  Registration Class

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's 'preferred' forename that matches our records (no abbreviations), as detailed on the covering letter

Registration class (Tutor Group) – eg: 5D1

Select a parents' evening to add appointments:

 **Parents' Evening**

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**Choose Teachers**

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . To remove a teacher, click their name to deselect them.

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mianad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

## Step 3: Choose Teachers

Your child's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the 'Add another child' button, enter their details and then repeat this step.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

**Confirm & Add Message**

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. Click 'Add appointment to confirm. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on 'click here' in the yellow box at the top of the page to send the confirmation email.

**All Finished!**  
 Your appointments have been saved and an email has been sent confirming your appointments.

**Changed Your Mind?**  
 To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

**What's Next?**  
[View/Print Appointments](#)   [Send Feedback](#)   [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. Alternatively, to be even more 'Eco Friendly' open the appointments on your phone and bring with you.

To send the school feedback about this system, click on 'Send Feedback'.

The screenshot shows a web interface with a blue header containing 'Home' and 'Appointments' tabs. On the left, there is a sidebar with 'Print Appointments' and 'Select Evening' (Parents' Evening, 24/01/2013). The main area is titled 'Your Appointments' and displays a list of sessions:

Time	Teacher / Subject
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (HS)
16:25	
16:30	Mr J Atkinson - English (ES)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (HS)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

On the right side of the interface, there is a 'Parents' Evening' section with a date of 24/01/2013 and a link to 'Add/Edit/Delete' appointments.

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the 'Appointments' tab. Please bring a print out or screen shot of your appointment times to the parents' evening.

You can change your appointments by clicking on 'Add/Edit/Delete Appointments'. There is a link at the bottom of the confirmation email which logs you back into the system.