

Parents' evening

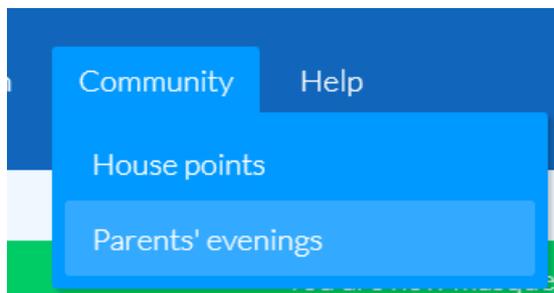
Website

App

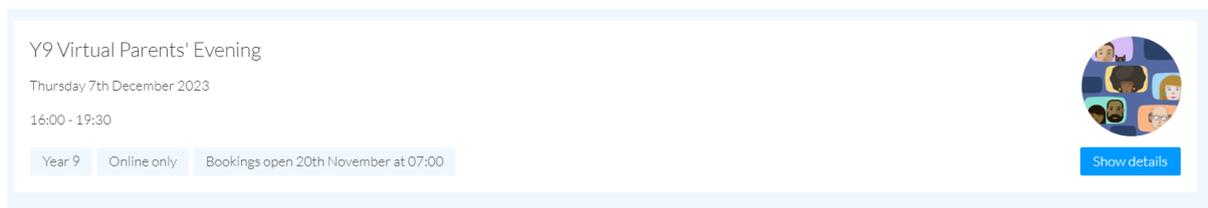
Parents' evenings can be found on our website under Community > Parents' evenings or on our app under the More menu. To view your schedule just click on the event you want. You may get invited or be given an option to book appointments to see your child's/children's teacher, to do this simply select the Book appointment button and fill in the details.

Appointments will be held on Teams. A link to the meeting will be created by the teacher and will appear in your schedule when you have booked an appointment.

1) Go to:



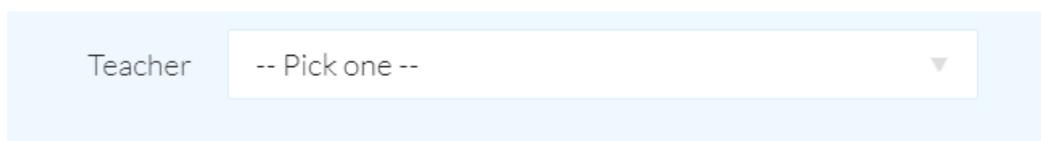
2) Select the event by clicking on the “Show Details” tab. This will take you to your schedule for the evening.



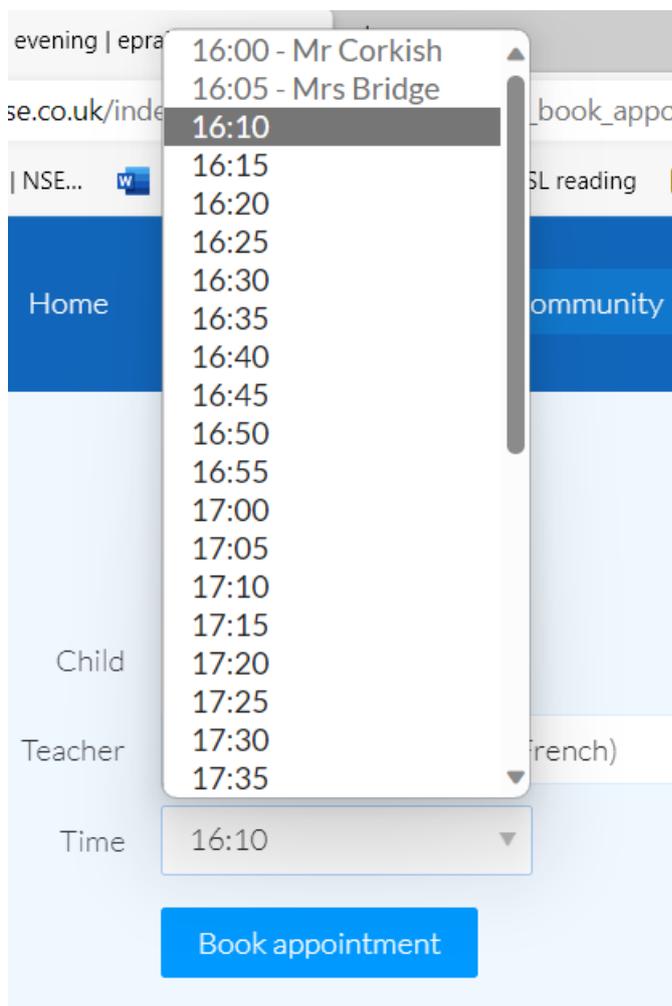
3) You will then need to select on the option to book an appointment (see image below).

You have no appointments booked for this parents' evening. Click [here](#) to book one

4) This will take you to a new menu to book your appointments. Click on the 'teacher' menu to bring up a list of your child's teachers. Click on the teacher you wish to see.



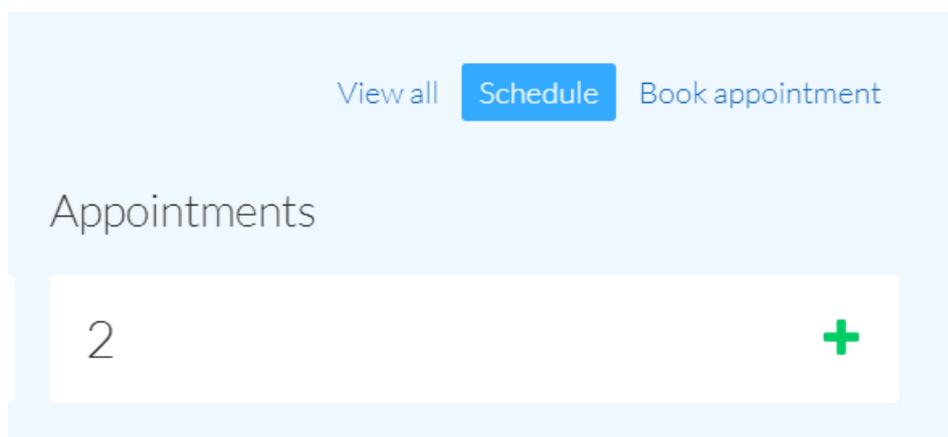
5) Once you have specified a teacher and time, click on the “Book Appointment” tab.



6) You will then be taken back to your schedule where you can view your appointment.

Time	Length	Teacher	Group	Child	Meeting link	Actions
16:00	5 minutes	Mr P Corkish	9ED/Ar (Art)		-	 
16:05	5 minutes	Mrs S Bridge	9HC/Re (RE)		-	 
16:10	5 minutes	Mrs C Hatcher	9LR/Fr (French)		-	 

- 7) To add another appointment, click on the “Book Appointments” tab and repeat the steps 4 – 6.



- 8) You can amend any of your appointments by clicking on the pencil icon.



- 9) Attending the meeting: When it is time for subject evening, you will need to open your schedule and click on the link corresponding to the booking. This will take you to Teams (you do not need a Teams account for this). The subject teacher will then take care of the rest.
- 10) At the end of your meeting, click on “Leave” and head back to your subject evening scheduled. Click on the next link for your next appointment.