

Parents' Evening System - User Guide for Subject Evenings

Step 1: Login

Please enter your title, first name, surname and email address. Also your child's first name, child's surname and the secure login code found in the letter. The phone number is optional. Please ensure you use the same details every time you login.

The Kings of Wessex Academy

Parents' Evening System

Welcome to the The Kings of Wessex Academy 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone Number	
<input type="text"/>	<input type="text"/>	

Child's Details

First Name	Surname	Login Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Administrator Login](#)
[Teacher Login](#)

Step 2: Select Parents' Evening

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

Select a parents' evening to add appointments:



Year 11 Parents' Evening

Information about where meetings are to be held will be displayed in the entrance to the Main Hall on the evening.

Date: 16/01/2013 Time: 17:00 - 20:00



Continue

Step 3: Choose Teachers

For a subject evening, you will see all your child's subject teachers displayed. In the case of a subject where your child has two teachers, both will be listed. Please make sure you book an appointment to see only one of them. If there are any teachers you do not want to see, deselect them by clicking the red cross. When you are happy with your selection, click the 'Continue to Book Appointments' button.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside any teacher you do not wish to see.

<input checked="" type="checkbox"/>	Art- Draw & Pain	Ms R Weaving
<input checked="" type="checkbox"/>	Biology	Miss L Meldon
<input checked="" type="checkbox"/>	Chemistry	Dr D Ellis
<input checked="" type="checkbox"/>	Citizenship	Miss K Day
<input checked="" type="checkbox"/>	English	Miss Z Boulton
<input checked="" type="checkbox"/>	French	Miss R Wright
<input checked="" type="checkbox"/>	Geography	Mr N Blunsum
<input checked="" type="checkbox"/>	Geography	Miss M Graffagnino
<input checked="" type="checkbox"/>	Mathematics	Miss E Mills
<input checked="" type="checkbox"/>	Physical Educati	Mrs T Tibbs
<input checked="" type="checkbox"/>	Physics	Mr B Warlow
<input checked="" type="checkbox"/>	Religious Educat	Mrs L Jory

[Continue to Book Appointments](#)

Step 4: Book Appointments

Click 'Book' next to the time you wish to make an appointment. Appointments are limited to a 5 minute duration. If you have anything specific you wish to discuss with the teacher, you can add a message which will be displayed on the teacher's appointments page. Alternatively, you can leave the message blank. Click the 'Add Appointment' button to confirm the appointment.

Make Appointments

	Ms R Weaving Art- Draw & Pain	Miss L Meldon Biology	Dr D Ellis Chemistry	Miss K Day Citizenship	Miss Z Boulton English	Miss R Wright French	Mr N Blunsum Geography	Miss M Graffagnino Geography	Miss E Mills Mathematics	Mrs T Tibbs Physical Educati	Mr B Warlow Physics	Mrs L Jory Religious Educat
	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
17:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:25	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:25	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:05	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:10	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:15	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
19:20	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Ms R Weaving (Art- Draw & Pain)** for your appointment at **17:00**:

140 characters left

Step 5: Confirm Appointments

When you have finished making all your appointments, click the “Click here” link, and your bookings will be saved.

Make Appointments

Finished Adding Appointments?
You've still got 11 appointments to make. However if you're finished, please [click here](#) to save your appointments and send an email confirmation.

	Ms R Weaving Art- Draw & Pain	Miss L Meldon Biology	Dr D Ellis Chemistry	Miss K Day Citizenship	Miss Z Boulton English	Miss R Wright French	Mr N Blunsum Geography	Miss M Graffagnino Geography	Miss E Mills Mathematics	Mrs T Tibbs Physical Educati	Mr B Warlow Physics	Mrs L Jory Religious Educat
		No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
17:00	Test Student											
17:05		Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:10		Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:15		Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book

Step 6: Finished

All your bookings will be displayed on the screen, and you will be sent a 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 to book an alternative appointment instead.

What's Next?
[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Editing Appointments

To edit your appointments, either click on the link in the confirmation email to log back into the system, or use the link on the school website. When using the link on the school website, please remember to enter the correct title, first name, surname, email, child's first name, child's surname and login code.

If you wish to change your appointments, click on the red cross to delete an existing appointment, and then make a new appointment. You will be sent a new confirmation email.