

“How to” ~ Guide for Parents’ Evening On-line Booking System

Web page: www.christletonhigh.parentseveningsystem.co.uk

A link to this website can be accessed from the school website “Latest news” on the home page.

Christleton High School

Parents' Evening System

Welcome to the Christleton 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

✔ Login & Continue

Step 1a ~ Login

Please complete all boxes

Please note: Student's first name is their “preferred” forename (do not use abbreviations)

Registration class must be for example:
7BA1, 8BA2, 9BY1, 10B1, 11L2, L61, U62

“Login & Continue”

Year xx Parents' Evening Date

Please sign in at the reception desk

Continue

Step 1b ~ Welcome page

Scroll down to click on green tick to select chosen Parents' Evening

Home
Appointments

Step 2 of 3: Choose Teachers

First select the department the teacher is in, then select the teacher from the list of teachers within the department. If you don't wish to see a particular teacher, click the red cross to remove them.

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary.

✗	Art	Mrs A JONES
✗	DT	Mrs A WILLIAMS
✗	English	Mrs A FOSTER
✗	Fr	Mrs S STEWART
✗	Hist	Mrs H LAIDLER
✗	ICT	Miss L HAMILTON
✗	Maths	Mrs C HAMER
✗	PE	Mrs J EDWARDS
✗	Science	Miss A ARENDS

Continue to Book Appointments

Step 2 ~ Choose Teachers

We have pre-populated your child's subject teachers for you.

You can de-select a teacher at this stage; however, you can also opt not to select a time at the next step. (If you delete a subject teacher in error, you can re-select using the blank box)

“Continue to book appointments”

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Send Feedback

Home
Appointments

Step 3 of 3: Make Appointments

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

	Miss A ARENDS	Ms A DAF FODIL	Miss J EDWARDS	Mrs A FOSTER	Mrs C HAMER	Miss L HAMILTON	Mrs R HARDING	Mrs A JONES	Mrs H LAIDLER	Mr S PHILLIPS	Mrs S STEWART
	Science	PHCE	PE	English	Maths	ICT	Geog	Art	Hist	Performing Arts	Fr
	No	No	No	No	No	No	No	No	No	No	No
	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment	Appointment
17:30	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:35	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:40	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:45	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:50	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:55	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:00	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book	Book

Step 3a ~ Make Appointments

Select the preferred time under the appropriate teacher then click “Book”

Please only click once; it may take a few seconds to process.

Step 3 of 3: Make Appointments

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

Finished Adding Appointments?

You've still got 6 appointments to make. However if you're finished, please [click here](#) to save your appointments and send an email confirmation.

	Mrs J DAVIES Maths	Dr C DOWSETT Science	Miss J EDWARDS RE	Mrs A FOSTER English	Miss L HAMILTON ICT	Mrs R HARDING Geog	Mrs A JONES Art	Mrs H LAIDLER Hist
17:30	No Appointment	Appointment						No Appointment
17:35								
17:40			Appointment					
17:45				Appointment				
17:50					Appointment			
17:55						Appointment		
18:00							Appointment	
18:05								
18:10								

Step 3b ~ Finished?

“Click Here” to save your appointments and receive your email confirmation.

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[Send Feedback](#) [Logout](#)

[Home](#) [Appointments](#)

Step 3 of 3: Make Appointments

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 alternate appointment instead.

What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 3c ~ Finished

View / print your appointment list from here.

Or “Logout”

17:30	
17:35	
17:40	Miss J EDWARDS - RE (Room 7)
17:45	
17:50	Mrs A FOSTER - English
17:55	
18:00	Miss L HAMILTON - ICT (Room 4)
18:05	
18:10	Mrs R HARDING - Geog (Room 13)
18:15	
18:20	Mrs A JONES - Art (Exhib Hall)
18:25	
18:30	

Year xx Parents' Evening Date

Please sign in at the reception desk

 [Add/Edit/Delete Appointments](#)

View Appointments

If you want to make changes:

“Add/Edit/Delete appointments” This will take you back to **Step 2**.

Reselect teachers if necessary and Click “Continue to modify appointments” at the bottom of the page. Follow through the next steps again.

You will receive a confirmation email each time you save changes.

Logged out and want to make changes at a later date?

You can make amendments to your appointments at any time until the session is closed.

Login in and select “Manage Appointments” from the welcome page.