## Parents' Guide for Booking Appointments

Browse to <a href="https://salehigh.parentseveningsystem.co.uk/">https://salehigh.parentseveningsystem.co.uk/</a>

Or click in the top left of the school website

Then choose "Parents Evening Booking"

				em. Appointments can be amend email address is correct.	
Your [	Details				
Title First Name			Surname		
Mr 💌	John		Smith		
Email Address			Confirm Email Address		
john.smith@gmail.com			john.smith@gmail.com		
Child's	Details	Surname		DoB dd/mm/yyyy	
Sarah		Smith		26/11/2005	

### Step 1: Login

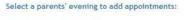
Please fill out all the details on the page.

A confirmation of your appointments will be emails

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).

Date of birth - eg: 26/11/2005







**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 To remove a teacher, click their name to deselect them. Add any other teachers you wish to see Tor.



#### **Step 3: Choose Teachers**

Your children'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.

Click on the Continue button to proceed.

# Finished Adding Appointments? You've still got 2 appointments to make. However if you're finished, please <u>click here</u> to save

	Mr J Atkinson English E5 No Appointment	Mr A Gray French L2 No Appointment	Mr A Pinkney Geography H5 No Appointment	Mr K Jacobs History H6 No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	<u>Book</u>	Book	Book	Book
16:20	Busy	Book	Book	<u>Book</u>
16:25	Book	Book	Book	Book
16:30	Book	Busy	Book	Book

	Dr J Lebon Class 8E	
	L7	
	No Appointment	
16:00	Book	
16:05	Book	
16:10	Book	
16:15	Busy	
16:20	Book	
16:25	Book	
16:30	Busy	
16:35	Book	
16:40	Book	

### **Step 4: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.



### Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

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



### **Viewing/Editing/Printing Appointments**

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out 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.