



St Joseph's Catholic Primary School

Building a community of excellence with God's guiding love

St Joseph's Catholic Primary School

Queens Road, Keighley, BD21 1AR

Telephone: 01535 605880

Headteacher: Mr. J M Devlin

3rd October 2018

Dear Parent/Carer

Parents' Evening Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Tuesday 6th November** or **Thursday 8th November**. This is an important evening and provides you with an opportunity to discuss your child's progress and development with their teacher. You will be allocated 10 minutes per child. It is very important that you attend this meeting in order that we can all work together to support your child's educational development.

Please use the online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. Visit via the school app or the search bar stjosephskeighley.parentseveningsystem.co.uk to book your appointments. Login with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Mr John Devlin
Headteacher

e-mail: office@sjk.bcwcacat.co.uk Web: www.stjosephskeighley.org.uk Twitter: @stjosephskly



Parents' Guide for Booking Appointments

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



<p>Your Details</p> <p>Title: Mrs First Name: Rachael Surname: Abbott</p> <p>Email: rabbotk@gmail.com Confirm Email: rabbotk@gmail.com</p> <p>Student's Details</p> <p>First Name: Ben Surname: Abbott Date Of Birth: 28 July 2000</p> <p>Log In</p>	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button. A confirmation of your appointments will be sent to the email address you provide.</p> <p>Please use your child's legal name.</p>
<p>Parents' Evening</p> <p>This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.</p> <p>Click a date to continue:</p> <p>Thursday, 16th March Open for bookings</p> <p>Friday, 17th March Open for bookings</p> <p>I'm unable to attend</p>	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
<p>Choose Booking Mode</p> <p>Select how you'd like to book your appointments using the option below, and then hit Next.</p> <p><input checked="" type="radio"/> Automatic Automatically book the best possible times based on your availability</p> <p><input type="radio"/> Manual Choose the time you would like to see each teacher</p> <p>Next</p>	<p>Step 3: Select Booking Mode</p> <p>Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile phone.</p>

e-mail: office@sjk.bcwcacat.co.uk Web: www.stjosephskeighley.org.uk Twitter: @stjosephskly



Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown
SENCO

☒ Mrs A Wheeler
Class 11A

Andrew Abbot

☒ Miss B Patel
Class 10E

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Becker	Ben	English	E5
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:40	Dr R Monahan	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

Mr J Brown
SENCO (A2)
Ben

Miss B Patel
Class 10E (H3)
Andrew

Mrs A Wheeler
Class 11A (L1)
Ben

16:30			
16:40			
16:50			
17:00			

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Add Appointment

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

Save

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

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