Telephone: 01535 605880

Headteacher: Mr. J M Devlin

3<sup>rd</sup> October 2018

Dear Parent/Carer

### Parents' Evening Online Appointment Booking

I would like to invite you to attend our Parents' Evening on **Tuesday 6<sup>th</sup> November** or **Thursday 8<sup>th</sup> 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 <a href="stjosephskeighley.parentseveningsystem.co.uk">stjosephskeighley.parentseveningsystem.co.uk</a> 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

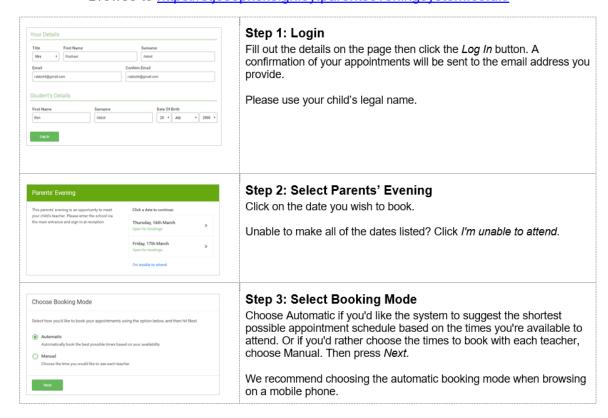
e-mail: office@sjk.bcwcat.co.uk Web: www.stjosephskeighley.org.uk Twitter: @stjosephskly



# Parents' Guide for Booking Appointments

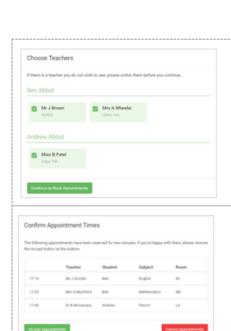


Browse to https://stjosephskeighley.parentseveningsystem.co.uk/



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





#### 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.

## 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).



### 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.



#### 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.



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

