

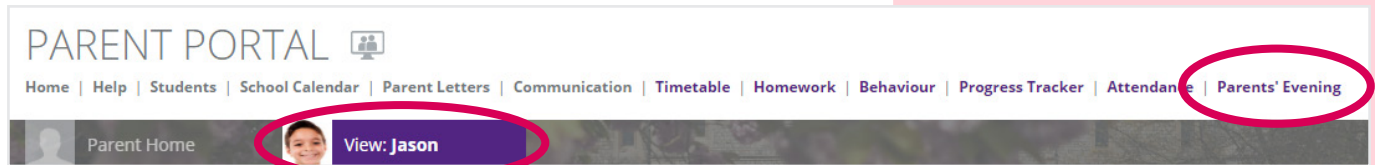
SCHOOL SYNERGY

Who Makes Appointments?

Depending on your school, all parents and carers may be able to book appointments. If parents are to attend together, **only one** parent needs to make appointments through their Parent Portal account.

Parents' Evening Booking System

Book your appointments through the Parent Portal. Log in to the Parent Portal. Click the Parents' Evening menu to view available events.



The Parents' Evening Dashboard

PARENTS' EVENING

Events: Year 8 Parents' Evening

Event: Year 8 Parents' Evening
Event date/time: Wednesday 21 Nov 2018 from 17:00 to 20:00
Last date to make appointments: Wednesday 28 Nov 2018
Student: Jason

BOOK APPOINTMENT

Available teachers and groups. Click to view available times and book an appointment.

8B (8B) Dr S Miandad
PSE (8B/PS) Dr S Miandad
RELIGIOUS ED (8B/RE) Mr A Blacker
SCIENCE (8B/SC)

APPOINTMENTS

Click on an appointment to edit or cancel a booking.

17:00 Wed 21 Nov	GEOGRAPHY (8B/GG) Ms A Little
17:30 Wed 21 Nov	HISTORY (8B/HI) Miss H Green

Your child's teachers who you do not yet have an appointment with.

Appointments already made. Select to cancel or edit.

Book an Appointment

- Select a teacher/class.
- Available times will be displayed. Choose a suitable time.
- Add a note to the member of staff (optional, if applicable at your school). Click Book to confirm.
- Repeat the process to add more appointments.

Click on a slot below to book an appointment with **History (8B/HI)**. Click cancel to return to available teachers.

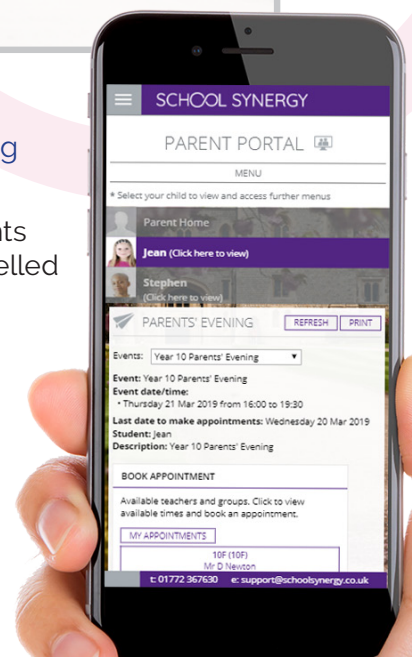
<input type="button" value="CANCEL"/>
21/11/2018 17:05:00
21/11/2018 17:10:00
21/11/2018 17:15:00
21/11/2018 17:20:00
21/11/2018 17:25:00
21/11/2018 17:30:00

Editing or Cancelling Appointments

Existing appointments can be edited, cancelled and re-booked.

Multiple Children

Parents with more than one child in the same year can create bookings for each child and their teacher. If parents wish to split the duty so that each parent books a different teacher for the same time, they will need to do so by using their separate portal account.



A complete and intuitive school system