



# Parents' Guide for Booking Appointments

Please go to [www.southwolds.co.uk](http://www.southwolds.co.uk) and select "Parents Evenings" from the left hand menu of the home page.

## The South Wolds Academy and Sixth

### Parents' Evening System

Welcome to the The South Wolds Academy and Sixth Form 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  Date of birth

[Login & Continue](#)

[Administrator Login](#)  
[Teacher Login](#)

## Step 1: Login

Please fill out all the details on the page. 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: 01/01/1997 **(Please ensure that you use this date format otherwise the system will not allow you access).**

## Select a parents' evening to add appointments:



### Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.



Continue

Date: 24/01/2013 Time: 16:00 - 20:30

## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

## Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English  Mr J Atkinson  
 French  Mr A Gray  
 Geography  Mr A Pinkney  
 History  Mr K Jacobs  
 Mathematics  Mrs L Vernon  
 Physical Ed  Mrs E Paton  
 Science  Ms J Estaphan

[Continue to Book Appointments](#)

## Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Note: If your child is taught by more than one teacher for a subject, only one teacher name will appear. Please select this name.

Click on the Continue button to proceed.

## Home Appointments

### Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

Mathematics  Mr C Jones  
 Select Department

[Continue to Book Appointments](#)

## Step 3: Choose Teachers

From the "Select Department" drop down box, pick the type of teacher you wish to see, eg: Year 11, Maths, etc

Then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

Click on the Continue button to proceed.

## Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here](#) 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	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	Busy	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	Busy	<a href="#">Book</a>	<a href="#">Book</a>

## 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. **It is important that you do this to secure the appointments you have made.**

Continued overleaf.....

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

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

**Confirm & Add Message**

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. If you wish, you can enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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

**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

**What's Next?**

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

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home **Appointments**

Print Appointments

Select Evening

Parents' Evening  
24/01/2013

Parents' Evenin

This parents' evening is the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013

[Add/Edit/Delete](#)

Your Appointments	
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. A copy of your final appointment sheet will be available when you sign in at 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.