

Parents' Guide for Booking Appointments

Please go to www.southwolds.co.uk and select "Parents Evenings" from the left hand menu of the home page.



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.

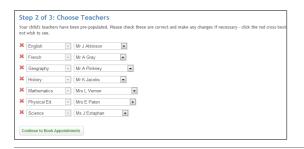
Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth - eg: 01/01/1997 (Please ensure that you use this date format otherwise the system will not allow you access).



Step 2: Select Parents' Evening

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



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.



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 Mr K Jacobs French L2 English E5 Geography H5 History Н6 16:00 Book Book Book Book 16:05 Book Book Book Book 16:15 Book Book Book 16:20 Book Book Book 16:25 Book <u>Book</u> <u>Book</u> 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. It is important that you do this to secure the appointments you have made.



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.



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.



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.