

# Parents' Guide for Booking Appointments

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

**The King Edmund School**

## Parents' Evening System

Welcome to the The King Edmund School 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  Confirm Email Address

### Child's Details

First Name  Surname  DoB (dd/mm/yyyy)

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

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## Step 1: Login

Please fill out all the details on the page. You need to use the email address that we hold on file for you.

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

A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Date of birth – eg: 26/11/2005

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.

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.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res-Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Mianad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

## Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

You can select additional teachers to see by pressing the "Add a new teacher" button and in the popup, first choose the department, eg: Year Heads, SENCO and then select the teacher from the drop down box.

Click on the Continue button to proceed.

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

	Mr J Atkinson English ES	Mr A Gray French L2	Mr A Pinkney Geography HS	Mr K Jacobs History HS	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	Book	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**:

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

63 characters left

## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally 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](#)   [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".

The screenshot shows a web interface for viewing appointments. On the left, there are navigation tabs for 'Home' and 'Appointments', and a 'Print Appointments' button. Below that is a 'Select Evening' section showing 'Parents' Evening' for '24/01/2013'. The main area is titled 'Your Appointments' and displays a list of appointments with a time column on the left and a teacher/subject column on the right. The appointments are: 16:20 - Mr A Pinkney - Geography (HS), 16:30 - Mr J Atkinson - English (E3), 16:35 - Mr A Gray - French (L2), 16:45 - Mr K Jacobs - History (HS), and 17:00 - Mrs L Vernon - Mathematics (M4). To the right of the list, there is a 'Parents' Evening' section with additional information and a date of '24/01/2013'. At the bottom right of the appointment list, there is a link that says 'Add/Edit/Delete'.

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the 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.