



Parkfield School

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Principal: Mr. Ian Golding

10th October 2018

Dear Parents/Carers,

Autumn Parents' Evening Year 7 and 8 - Online Appointment Booking

I would like to invite you to attend our Autumn Parents' Evening for Year 7 and 8 on Wednesday, 17th October 2017 between 3:30pm to 6:00pm.

This is an important opportunity for you to meet your child's teacher and see how they have settled into their classes this year and we would encourage you to come along with your son/daughter. These will be 5 minute appointments with all meetings taking place in the Secondary Library. Members of the leadership team will also be there to welcome you.

The school has introduced a new intuitive and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement on the previous system, however we would welcome any feedback.

Please visit <https://parkfield.parentseveningsystem.co.uk> to book your appointments. A short guide on how to add appointments can be found overleaf.


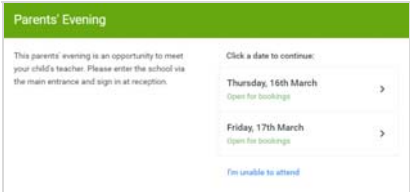
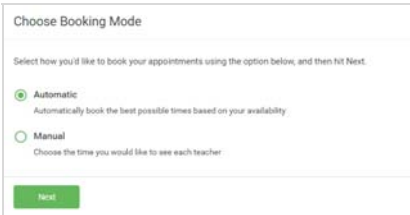

If you do not have access to the internet, please contact the School Office and they will be happy to add appointments on your behalf.

Yours faithfully,

Mr D Sears
Vice Principal

Parents' Guide for Booking Appointments

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

	<p>Step 1: Login</p> <p>Fill out the details on the page then click the <i>Log In</i> button.</p> <p>A confirmation of your appointments will be sent to the email address you provide.</p>
	<p>Step 2: Select Parents' Evening</p> <p>Click on the date you wish to book.</p> <p>Unable to make all of the dates listed? Click <i>I'm unable to attend</i>.</p>
	<p>Step 3: Select Booking Mode</p> <p>Choose <i>Automatic</i> if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose <i>Manual</i>. Then press <i>Next</i>.</p> <p>We recommend choosing the automatic booking mode when browsing on a mobile device.</p>
	<p>Step 4: Choose Teachers</p> <p>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.</p> <p>Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.</p>

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

	Teacher	Student	Subject	Room
17:10	Mr J Sinclair	Ben	English	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr B Monamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll 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).**

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
16:30			
16:40			
16:50	+	✓	+
17:00			+

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.

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.

Teacher	Student	Subject	Room
16:50	Mr J Brown	Ben	SENCO
16:50	Miss B Patel	Andrew	Class 10E
16:50	Mrs A Wheeler	Ben	Class 11A

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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar. **To change your appointments, click on *Amend Bookings*.**