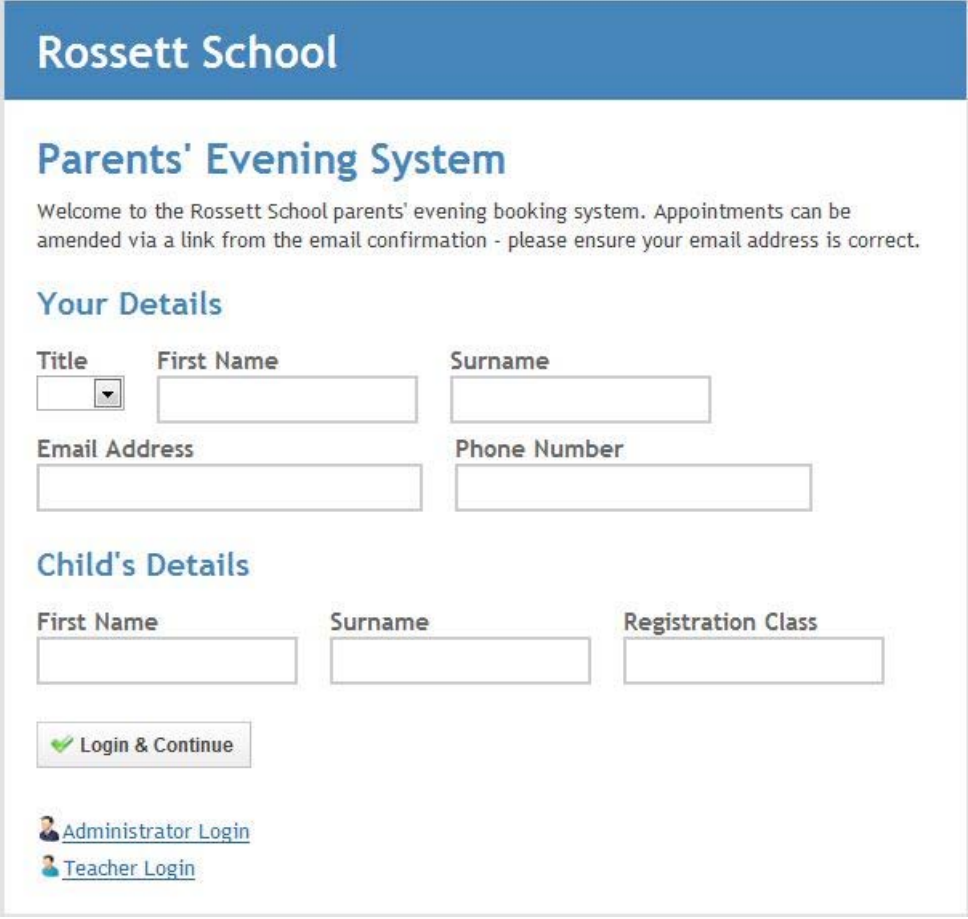


Rossett School

Parent Evening Appointment Booking System

1	<p>Log On</p> <p>The URL to access the booking system is</p> <p>https://rossettschool.parentseveningsystem.co.uk</p>
2	<p>Log on Screen</p>  <p>This is the parent log in screen.</p> <p>Please enter your name, email address and phone number. (This data will not be used by the school other than to contact you in connection with this specific parents' evening)</p> <p>Enter your child's first name, surname and registration class as it is stored on the school information system. (This will have been emailed to you).</p> <p><i>If you have another child in the same year be sure to use the same parent login details when you login for the second or third child.</i></p>

3

Introduction screen



Yr 9 Test Three

This is displayed on the selection page for parents and on all printouts.
eg:

This parents' evening is for pupils in year 4. 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: 06/12/2012 Time: 15:00 - 20:05



Continue

Normally there will only be one parents' evening to select, but if there is more than one please be sure to select the correct one.

Click on the continue tick

4

Select the teachers

The next screen allows you to select the teacher you want to book an appoint with.

You may see that your child has more than one tutor for a number of subjects. Please ask your child who is the "lead" tutor for these subjects. Please only book one appointment for each subject.

Click on the red cross to delete a tutor you do not wish to book an appoint with.

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 you do not wish to see.

<input type="checkbox"/>	Emp Skills	<input type="checkbox"/>	Mrs L Martin
<input type="checkbox"/>	Emp Skills	<input type="checkbox"/>	Mr C McPhillimy
<input type="checkbox"/>	English	<input type="checkbox"/>	Mrs J McGillan
<input type="checkbox"/>	Geography	<input type="checkbox"/>	Miss J Grant
<input type="checkbox"/>	Geography	<input type="checkbox"/>	Mrs W Lawton
<input type="checkbox"/>	History	<input type="checkbox"/>	Mrs R McFarlane
<input type="checkbox"/>	Information & Communication Technology	<input type="checkbox"/>	Mr B Cullen
<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Mrs K Boland
<input type="checkbox"/>	Physical Education	<input type="checkbox"/>	Mr M Bulmer
<input type="checkbox"/>	Science	<input type="checkbox"/>	Mrs K Longster
<input type="checkbox"/>	Science	<input type="checkbox"/>	Miss E Edwards
	Select Department	<input type="checkbox"/>	

5 Double subjects have been removed.

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 you do not wish to see.

Emp Skills Mr C McPhillimy
 English Mrs J McGillan
 Geography Mrs W Lawton
 History Mrs R McFarlane
 Information & Communication Technology Mr B Cullen
 Mathematics Mrs K Boland
 Physical Education Mr M Bulmer
 Science Mrs K Longster
 Select Department

6 Once you have selected the teachers you want to see click on the 'Continue to make Appointments' box.

[Continue to Book Appointments](#)

7 Booking screen
This will bring up the screen below with the options of when you can book an appointment

	Mr C McPhillimy Emp Skills No Appointment	Mrs J McGillan English No Appointment	Mrs W Lawton Geography No Appointment	Mrs R McFarlane History No Appointment	Mr B Cullen Information & Communication Technology No Appointment	Mrs K Boland Mathematics No Appointment	Mr M Bulmer Physical Education No Appointment	Mrs K Longster Science No Appointment
15:00	Book	Book	Book	Book	Book	Book	Book	Book
15:05	Book	Book	Book	Book	Book	Book	Book	Book
15:10	Book	Book	Book	Book	Book	Book	Book	Book
15:15	Book	Book	Book	Book	Book	Book	Book	Book
15:20	Book	Book	Book	Book	Book	Book	Book	Book
15:25	Book	Book	Book	Book	Book	Book	Book	Book
15:30	Book	Book	Book	Book	Book	Book	Book	Book
15:35	Book	Book	Book	Book	Book	Book	Book	Book
15:40	Book	Book	Book	Book	Book	Book	Book	Book
15:45	Book	Book	Book	Book	Book	Book	Book	Book
15:50	Book	Book	Book	Book	Book	Book	Book	Book
15:55	Book	Book	Book	Book	Book	Book	Book	Book
16:00	Book	Book	Book	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book	Book	Book	Book

8 Confirm and Add a Message

Click on the 'book' link for the teacher and time you wish to book the appointment. You will be asked to confirm and add a message. Adding a message will help the tutor prepare for any issues you want to discuss. We would recommend leaving a 5 min gap between each appointment.

	Mr C McPhillimy Emp Skills No Appointment	Mrs J McGillan English No Appointment	Mrs W Lawton Geography No Appointment	Mrs R McFarlane History No Appointment	Mr B Cullen Information & Communication Technology No Appointment	Mrs K Boland Mathematics No Appointment	Mr M Bulme Physical Education No Appointment
15:00	Book	Book	Book	Book	Book	Book	Book
15:05	Book	Book	Book	Book	Book	Book	Book
15:10	Book	Book	Book	Book	Book	Book	Book
15:15	Book	Book	Book	Book	Book	Book	Book
15:20	Book	Book	Book	Book	Book	Book	Book
15:25	Book	Book	Book	Book	Book	Book	Book
15:30	Book	Book	Book	Book	Book	Book	Book
15:35	Book	Book	Book	Book	Book	Book	Book
15:40	Book	Book	Book	Book	Book	Book	Book
15:45	Book	Book	Book	Book	Book	Book	Book
15:50	Book	Book	Book	Book	Book	Book	Book
15:55	Book	Book	Book	Book	Book	Book	Book
16:00	Book	Book	Book	Book	Book	Book	Book
16:05	Book	Book	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mr C McPhillimy** (Emp Skills) for your appointment at **15:20**:

John is enjoying his employment skills lessons but needs more help with his presentation skills

45 characters left

Where an appointment with a teacher at a specific time is showing as not available it either means that the teacher is not available at that time or another parent as booked that appointment slot.

10 All Finished

Once you have made all the appointments with all the teachers you selected the system will automatically send you an email to the address you provided on the logon screen. See example below. You can also print a copy of your appointments (see below), send some feedback or book further appointments for another child.

Make Appointments

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 to book an alternative appointment instead.

What's Next?
[View/Print Appointments](#)
 [Send Feedback](#)
 [Book Appointments for Another Child](#)
 [Logout](#)

	Mr C McPhillimy Emp Skills	Mrs J McGillan English	Mrs W Lawton Geography	Mrs R McFarlane History	Mr B Cullen Information & Communication Technology	Mrs K Boland Mathematics	Mr M Bulmer Physical Education	Mrs K Longster Science
15:00								
15:05								
15:10								
15:15								
15:20	Joel West							
15:25								

11

Example of the email.

Appointments List

Yr 9 Test Three - 06/12/2012

This is displayed on the selection page for parents and on all printouts. eg:

This parents' evening is for pupils in year 4. 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.

Your appointments for Joel West are as follows:

Time	Teacher	Department
15:20 - 15:25	Mr C McPhillimy	Emp Skills
15:30 - 15:35	Mrs W Lawton	Geography
15:35 - 15:40	Mrs R McFarlane	History
15:45 - 15:50	Mrs K Boland	Mathematics
15:50 - 15:55	Mr M Bulmer	Physical Education
15:55 - 16:00	Mrs K Longster	Science
16:00 - 16:05	Mr B Cullen	Information & Communication Technology
16:05 - 16:10	Mrs J McGillan	English

[Click here to make changes to your appointment schedule](#)



Print Appointments

Select Evening

Yr 9 Test Three
06/12/2012

Your Appointments

15:00	
15:05	
15:10	
15:15	
15:20	Mr C McPhillimy - Emp Skills
15:25	
15:30	Mrs W Lawton - Geography
15:35	Mrs R McFarlane - History
15:40	
15:45	Mrs K Boland - Mathematics
15:50	Mr M Bulmer - Physical Education
15:55	Mrs K Longster - Science
16:00	Mr B Cullen - Information & Communication Technology
16:05	Mrs J McGillan - English
16:10	
16:15	
16:20	
16:25	
16:30	
16:35	
16:40	
16:45	