

HEADINGHAM SCHOOL AND SIXTH FORM

Parents' Guide for Booking Parents' Evening Appointments

Browse to: hedingham.parentseveningsystem.co.uk

Hedingham School

Parents Evening System

Welcome to the Hedingham 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	Confirm Email	
<input type="text"/>	<input type="text"/>	

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>

Log In

Step 1: Login

Browse to:
hedingham.parentseveningsystem.co.uk

Fill out the details on the page then click the green *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename, surname, date of birth and email address to log in

Step 2: Select Parents' Evening

Click on the Evening you wish to book for.

If you are unable to attend the Evening, then please click *I'm unable to attend*.

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

- Automatic**
Automatically book the best possible times based on your availability
- Manual**
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose Automatic if you would like the system to suggest the shortest possible appointment schedule based on the times you are available to attend. Or if you would rather choose the times to book with each teacher, choose Manual. Then press Next.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times



Your availability: 16:45 - 19:15

- | | | |
|--|---|---|
| <input type="checkbox"/> Mrs Cook
Dance | <input type="checkbox"/> Mr Court
Mathematic | <input type="checkbox"/> Ms Crawley
Art |
| <input type="checkbox"/> Mr Cull
Drama | <input type="checkbox"/> Mr Cull
Music | <input type="checkbox"/> Mr Daniels
ICT Computing |
| <input type="checkbox"/> Miss Goodwin
English | <input type="checkbox"/> Mr Pretty
Science | <input type="checkbox"/> Mrs Reed
History |
| <input type="checkbox"/> Mrs Tanswell
Class ATA | <input type="checkbox"/> Miss Thrusell
Geography | <input type="checkbox"/> Miss Westbrook
Design Tec |
| <input type="checkbox"/> Mrs Whitmore
French | <input type="checkbox"/> Mr Wincott
PE | |

Generate Appointments

Step 4: Choose Teachers

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.

Select the teachers you would like to book appointments with.

A green tick indicates they are selected. To de-select, click on their name.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose the Accept button at the bottom left.

If it was not 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).

01:38 Please confirm your appointments within 2 minutes

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
16:45	Mrs Cook		Dance	
16:50	Mr Court		Mathematic	
16:55	Mr Cull		Drama	
17:00	Mr Cull		Music	
17:05	Miss Goodwin		English	
17:10	Mr Pretty		Science	
17:15	Mrs Reed		History	
17:20	Mrs Tanswell		Class ATA	
17:25	Miss Thrusell		Geography	
17:30	Miss Westbrook		Design Tec	

Accept Appointments

Reject Appointments

	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.

Once you are finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.



Print



Amend Bookings

This parents' evening is for pupils in year 7. 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.

	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SENCO	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr K Jacobs	Ben	History	H6
15:25	Miss F Burton	Andrew	Mathematics	M3
15:30	Miss J Foster	Andrew	Science	SC

Step 6: Finished

You are now on the *My Bookings* page and all your bookings are listed. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.