

January 2018



Dear Parents

The on-line booking system for parents evening will open on Monday 15th January at 8am. Please see the instructions for booking. There is an Automated booking system which you may find useful if you have more than one child at the school. Instructions are below. The dates and times are as follows:

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| Wednesday 31 st January 4.00-6.30pm | bookings close on Friday 26 th January at 12noon |
| Monday 5 th February 4.00-6.30pm | bookings close on Friday 2 nd February at 12noon |
| Thursday 8 th February 5.00-8.00pm | bookings close on Friday 2 nd February at 12noon |

Parents' Evening Booking System – Parents' Guide

1. Navigate to www.parents-booking.co.uk/stmarks from 8.30am on Monday 15th January.
2. Complete the form, entering the details as you would expect them to be stored in the School's records, eg. Daniel rather than Dan. The system will check the details against the school's database and if there is a difference an error will be displayed at the top of the page.
3. On the next page you should see a box with the parents' evening dates listed. Click on either ***Make Appointments Individually*** or ***Automated booking*** which you might find easier if you have more than one child at the school

Instructions if you choose ***Make Appointments Individually***

4. The next page will display the appointments available. To see all three dates you will need to scroll down the webpage. Choose your appointment and click on it. Select **Make Booking** to confirm your appointment. You should see your child's name in the appointment slot chosen. If you have made a mistake then you can cancel the appointment by clicking on your appointment and selecting Cancel Booking.
5. If you have another child at St Mark's you will need to click on **Change Child** at the top of the screen and select their name from the list to make an appointment. Note, you will not be able to make appointments in adjacent time slots, this is to allow you time to move between appointments.

Instructions if you choose ***Automated booking***

6. You will see you child or children's names on tabs in the middle of the screen. The first child will have their teacher showing and you need to click the box next to their name where it says add. Scroll down and on the blue section change the times and days for when you wish your bookings to be made. **At this point do not press Make my bookings for me.**
7. For subsequent children click on their tab and then you will need to click on the arrow next to Teachers to bring up their teacher's name – please then click on the box to add. Repeat for any more children.
8. Then click on Make my bookings for me. Then please follow on screen instructions to complete your booking.

Please can we ask that only one parent accesses the site to make bookings.

Your appointment(s) can be printed or emailed to you (if you entered your email address when you logged in) by selecting the appropriate buttons at the top of the page.

If you have any problems logging in, click on the help button at the top of the screen. If you continue to have problems phone or email the school office.

Tel. 01256 346111

Email: adminoffice@st-markscofe.hants.sch.uk