

January 2020



Dear Parents

The on-line booking system for parents evening will open on **Thursday 16<sup>th</sup> January 2020 at 8.00am**. Please see below the instructions for booking. There is a booking wizard that you may find useful if you have more than one child at the school. For parents of children in class 1C please note that timings are different. The dates and times are as follows.

**Timings for all classes except 1C:**

|                                     |               |
|-------------------------------------|---------------|
| Tuesday 11 <sup>th</sup> February   | 4.00pm-6.00pm |
| Thursday 13 <sup>th</sup> February  | 4.00pm-6.30pm |
| Wednesday 26 <sup>th</sup> February | 5.00pm-7.00pm |

**Timings for Class 1C only:**

|                                     |               |
|-------------------------------------|---------------|
| Tuesday 25 <sup>th</sup> February   | 4.00pm-6.30pm |
| Wednesday 26 <sup>th</sup> February | 4.00pm-7.00pm |

**Bookings close on Thursday 6<sup>th</sup> February 2020 at 12.00pm**

**Parents' Evening Booking System – Parents' Guide**

1. Navigate to [www.parents-booking.co.uk/stmarks](http://www.parents-booking.co.uk/stmarks) from **8.00am on Thursday 16<sup>th</sup> January**.
2. Complete the form, entering the details as you would expect them to be stored in the School's records, e.g. 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 **Booking Wizard** (which you might find easier if you have more than one child at the school) or **Manual booking table**

**Instructions if you choose *Manual booking table***

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 log on separately with their details 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 *Booking wizard***

6. You will see you child or children's names on tabs in the middle of the screen. You will need to click on each child and click the box next to their teacher's 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.
7. 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 please phone or email the school office.

Tel. 01256 346111

Email: [adminoffice@st-markscofe.hants.sch.uk](mailto:adminoffice@st-markscofe.hants.sch.uk)