

# Idsall School

## Parents' Guide to Booking Parents' Evening Appointments

(This will differ slightly if bookings are made on mobile devices)

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

### Parents' Evening System

Welcome to the Idsall School Parents' Evening Booking System. Please enter your FIRST NAME, SURNAME, EMAIL Address, your child's PREFERRED NAMES and their DATE OF BIRTH. These must match the details you have previously supplied the school, in particular your EMAIL address. Any queries, please email [info@idsall.shropshire.sch.uk](mailto:info@idsall.shropshire.sch.uk)

#### Your Details

Title  First Name  Surname

Email Address  Confirm Email Address

#### Child's Details

First Name  Surname  DoB (dd/mm/yyyy)

### Step 1: Login

Please fill out the details on the login page, ie your FIRST NAME, SURNAME, EMAIL Address, your child's PREFERRED FIRST NAME AND SURNAME and their DATE OF BIRTH eg 26/11/2003.

These must match the details you have previously supplied the school. If you do not have an email address of your own, simply enter your child's school email address (eg [jbloggs@idsall.shropshire.sch.uk](mailto:jbloggs@idsall.shropshire.sch.uk)) to receive confirmation of appointments.

Select a parents' evening to add appointments:

#### Parents' Evening

This parents' evening is for all pupils. 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: 24/01/2013 Time: 16:00 - 20:30

Continue

### Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you wish to make appointments for.

### Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick. To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

### Step 3: Choose Teachers

Your children's teachers will appear. We are sure you appreciate that it may be impossible for you to see all your child's teachers. Therefore, there will be a maximum of six members of staff available for booking, and as such we would like you to choose the subjects you have most concerns about.

Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to deselect them.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment on time.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:15	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:20	Busy	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:30	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:35	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:45	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:50	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
16:55	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>
17:00	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>	<input type="button" value="Book"/>

**Confirm & Add Message**

Optionally add a message for **Mr J Atkinson** (English) for your appointment at **16:30**:

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

### Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally enter a short note to the teacher to help structure the appointment. The note must be added at this stage as you will not be able to enter them once the appointment is booked. Repeat this for all the teachers you wish to see.

After you have finished making appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

### 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

### What's Next?

[View/Print Appointments](#)   [Send Feedback](#)   [Logout](#)

## Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

Your Appointments	
16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments". There is a link at the bottom of the confirmation email which logs you back into the system.

If you have any problems with logging in or booking appointments, please send an email with a brief description to [info@idsall.shropshire.sch.uk](mailto:info@idsall.shropshire.sch.uk) or telephone the School Office on 01952 468400.