



Parent/Carers' Consultation Evening Online Booking System

URL - <https://swinton.parentseveningsystem.co.uk>

Information for parents

Step 1: Please enter the URL above into your web browser. Alternatively you can access the website via the Swinton Academy homepage - <http://www.swintonacademy.org>

Step 2: You should see a window open that looks like this:

Aston Academy
Parents' Evening System
Welcome to the Aston Academy 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
Email Address Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

[Administrator Login](#)
[Teacher Login](#)

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Please complete all of the details on the page. It is very important that all details are entered correctly and that you enter full first names and surnames as the details that you enter need to match with the details on our school system.

A confirmation of your appointments is emailed to you so it is important that you include a valid email address.

Step 3: Click on the appropriate consultation evening that you would like to make appointments for.

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

Step 4: Your child's teachers will be displayed.

Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . 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 Estaghan - French
 Mr C Hughes - Res Materials
 Mr K Jacobs - Geography
 Mr M Lubbock - Class 9A
 Dr R Monamira - French
 Dr R Monamira - German
 Dr S Mwandia - Science
 Mrs D Mumford - Mathematics
 Mr V Stockill - PSE
 Miss J Young - Physical Ed

Ensure the teachers that you wish to see are selected in blue/green. If you do not wish to see a particular teacher, click on their name to de-select them.

Step 4: If you have another child in the same year group, you can click 'Add another child' at this stage to display their teachers also.

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

- 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 Niandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

Step 5: Make your appointments.

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

	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	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	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

Available times for each teacher will be displayed. Click 'Book' to make your appointments with the teachers at the times you wish. You can enter a short note to each teacher to help to structure the appointment (*optional*).

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.

Step 6: Finished.

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](#)

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

We welcome and value your feedback regarding this system. Please let us know your thoughts by clicking on the 'Send Feedback' option.

Step 7: Viewing/Editing/Printing Appointments

Appointments

Select Evening: 24/01/2013

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

[Add/Edit/Delete](#)

You can also view and print your appointments online by clicking on the Appointments tab. Please bring a print out of your appointments with you to the consultation 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 booking system.