



**The Telford
Park School**

Parent's Evening System - User Guide -

The Telford Park School are proud to announce the release of the Parent's Evening Booking System.



An online portal designed to help parents book allocated time slots with their child's teachers, track bookings and make any enquiries before the event.



**The Telford
Park School**

Parent's Evening System - User Guide -

How do I access?

In order to access the system you will need a valid Internet Connection, and the system can then be accessed via any computer, smart phone or tablet device.

Please visit the school's website:

www.telfordparkschool.co.uk

Select Parents at the top.



Select Parents Evening Booking.



You will then be presented with the following screen:



The Telford Park School

Parents' Evening System

Welcome to the The Telford Park 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 Address	Phone Number	
<input type="text"/>	<input type="text"/>	

Child's Details

First Name	Surname	DoB (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



**The Telford
Park School**

Parent's Evening System - User Guide -

Logging in.

Enter your details followed by your child's details as required.

When completing the form please ensure your **email address** is correct, as booking confirmation will be sent to this location.

The Telford Park School

Parents' Evening System

Welcome to the The Telford Park 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

Email Address Phone Number

Child's Details

First Name Surname DoB (dd/mm/yyyy)

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

Please enter your child's name as it appears on their birth certificate and what was registered with the school. (No shortened names or nicknames.)

Please ensure your child's **DOB** is formatted correctly (DD, MM, YYYY)

For example: 29/7/2001



**The Telford
Park School**

Parent's Evening System - User Guide -

Making an appointment.

Once logged in, you should be able to see the event on the screen.



Year 7 & KS4

This parents' evening is for pupils in Year 8. 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: 03/11/2016 Time: 16:30 - 19:00

Click **Continue** to make a booking.



You can then select the teachers you wish to see, for a **5 minute** allocated time slot for each. All teachers will automatically be selected and you can only book in with the subject teachers that teach your child.

<input checked="" type="checkbox"/>	Mr E Antwi - History
<input checked="" type="checkbox"/>	J Cochrane - Modern Languages
<input checked="" type="checkbox"/>	Miss L Evans - Physical Education
<input checked="" type="checkbox"/>	Mr N Gregory - Art
<input checked="" type="checkbox"/>	Miss S Humphreys - Science
<input checked="" type="checkbox"/>	D Jones - Computing
<input checked="" type="checkbox"/>	D Jones - Religious Education
<input checked="" type="checkbox"/>	Mr M Keegan-Phipps - Music
<input checked="" type="checkbox"/>	Miss S Palmer - Geography
<input checked="" type="checkbox"/>	Mrs R Ravenhall - English
<input checked="" type="checkbox"/>	Mrs R Ravenhall - Drama
<input checked="" type="checkbox"/>	Mr J Toulson - Mathematics

Then select **Continue to Book Appointments**.



The Telford
Park School

Parent's Evening System - User Guide -

Making an appointment.

Now you can select time slots for teaching staff by clicking **Book** by the appropriate time.

If a teacher is busy with another appointment, this will be shown as **Busy**.

16:50	Book	Book
16:55	Busy	Book
17:00	Book	Book
17:05	Busy	Book
17:10	Book	Book
17:15	Book	Book
17:20	Book	Book
17:25	Book	Busy
17:30	Book	Busy

Once you have made your appointments, you can manage them by selecting **Appointments** at the top.



All your scheduled appointments will then appear.

- If you are unable to access the internet on a computer, smart phone or tablet device then please see the instructions on the following page -



**The Telford
Park School**

Parent's Evening System - User Guide -

Further information.

If you are unable to access the internet on a computer, smart phone or tablet device, then you can still make appointments via the contact information below:

Rachel Proctor

01952 386700

This is ONLY to be used when you do not have an internet connection available.

If you experience any issues accessing the portal and/or any of it's features or would like to provide any form of feedback regarding your experience with the system, for BOTH sites, then please email the following:

info@telfordparkschool.co.uk

All information was correct at time of printing. Website may be down at certain times due to planned maintenance; please do not contact us unless you are unable to access after 24 hours. Any feedback is greatly appreciated and all comments will be taken into consideration.