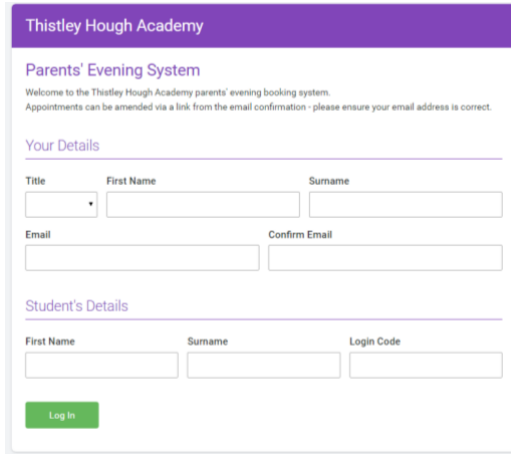


Parents' Guide for Booking Appointments

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



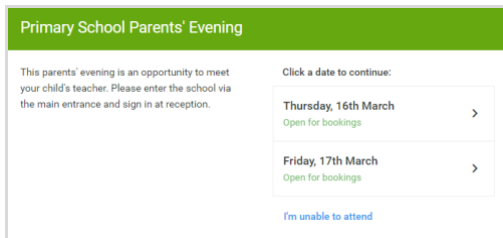
The screenshot shows the login page for the Thistley Hough Academy Parents' Evening System. It features a purple header with the school name. Below the header, there's a section for 'Your Details' with input fields for Title, First Name, Surname, Email, and Confirm Email. A second section, 'Student's Details', has input fields for First Name, Surname, and Login Code. A green 'Log In' button is at the bottom left.

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's preferred forename.

Enter your unique login code found in the letter.

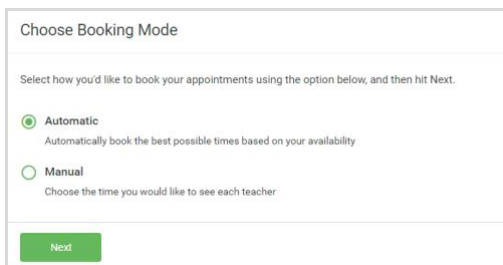


The screenshot shows the 'Primary School Parents' Evening' selection page. It has a green header. Below the header, there's a text block explaining the evening. To the right, there's a section 'Click a date to continue:' with two date options: 'Thursday, 16th March' and 'Friday, 17th March', each with a right-pointing arrow and 'Open for bookings' text. At the bottom, there's a link 'I'm unable to attend'.

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*.



The screenshot shows the 'Choose Booking Mode' page. It has a header 'Choose Booking Mode'. Below the header, there's a text block: 'Select how you'd like to book your appointments using the option below, and then hit Next.' There are two radio button options: 'Automatic' (selected) with the description 'Automatically book the best possible times based on your availability' and 'Manual' with the description 'Choose the time you would like to see each teacher'. A green 'Next' button is at the bottom left.

Step 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. Or if you'd rather choose the times to book with each teacher, choose Manual. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile phone.

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

Mr J Brown SENCO
 Mrs D Mumford Mathematics
 Mr J Sinclair English
 Mrs A Wheeler Class 11A

Andrew

Miss F Burton Mathematics
 Dr R Monamara French
 Mr J Sinclair English

[Continue to Book Appointments](#)

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

| | Teacher | Student | Subject | Room |
|-------|---------------|---------|-------------|------|
| 17:10 | Mr J Sinclair | Ben | English | E5 |
| 17:25 | Mrs D Mumford | Ben | Mathematics | M2 |
| 17:45 | Dr R Monamara | Andrew | French | L4 |

[Accept Appointments](#) [Cancel Appointments](#)

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you should see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H3) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|---------------------------------|--|--|
| 16:30 | | <input checked="" type="checkbox"/> | |
| 16:40 | | | |
| 16:50 | <input type="checkbox"/> | | <input type="checkbox"/> |
| 17:00 | <input type="checkbox"/> | | <input type="checkbox"/> |

Step 5b (Manual): Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

After clicking on a green cell to make an appointment, a pop-up box appears where you can optionally leave a message for the teacher to say what you'd like to discuss or raise anything beforehand.

Once you're finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

Add Appointment ×

Confirm appointment with Mrs D Mumford at 15:10.

Add a message for Mrs D Mumford:

I'd like to discuss Ben's homework.

[Save](#)

Year 11 Subject Evening
Wednesday 14th April

[Amend Bookings](#)

These are the appointments for pupils in year 11. Please note the school will be open for the usual time and follow the rules for the house you are in for evening 11. Parking is available in the main school car park.

| Teacher | Student | Subject | Room |
|---------|---------------|---------|-------------|
| 15:00 | Mr J Brown | Ben | SENCO |
| 15:10 | Mr J Sinclair | Ben | English |
| 15:15 | Mr J Sinclair | Andrew | English |
| 15:20 | Mr J Sinclair | Ben | History |
| 15:25 | Miss F Burton | Andrew | Mathematics |
| 15:30 | Miss J Foster | Andrew | Science |

Step 6: Finished

You're now on the *My Bookings* page and all your bookings are below. An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.