

Parents' Guide for Booking Appointments

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

Woodbrook Vale School

Parents' Evening System

Welcome to the Woodbrook Vale 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 Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

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

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's preferred forename that matches our records (no abbreviations). If the "preferred" name is incorrect on our records you will need to contact your child's head of year.

Welcome

Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.

Year 11 Parents Evening

This parents' evening is for pupils in Year 11. Please enter the school via the main entrance and follow the signs for where this evening is taking place. Parking is available in the main school car park.

Date: 11/01/2017 Time: 15:30 - 19:00

Step 2: Select Parents' Evening

Click the green tick to select the parent's evening you want to make appointments for.

Choose Teachers for Year 11 Parents Evening

Euan's teachers are listed below. If you don't wish to see a teacher, deselect them teachers you wish to see for Euan by clicking on the **Add a new teacher** button.

- Mrs C Aucott - Maths
- Ms M Broomer - Science
- Ms M Cellupica - English
- Mr I Danby - Computing
- Mr T Godfrey - PE
- Mrs L Kimber - Geography

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the continue button to proceed.

Make Appointments

Year 11 Parents Evening (11/01/2017). Please note there is a minimum time between appointments arrive at your next appointment in good time.

15:30	Book		
15:35	Book		
15:40	Book		
15:45	Book		
15:50	Book		
15:55	Book		
16:00	Book		
16:05	Book		
16:10	Book	Book	Book
16:15	Book	Book	Book
16:20	Book	Book	Book
16:25	Book	Book	Book

Confirm & Add Message

Optionally add a message for **Mrs C Aucott** (Maths) for your appointment at **16:10**:

140 characters left

Step 4: Make 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. 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 to

What's Next?

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

Step 5: Finished

After booking all your appointments you have the opportunity to send feedback to the school. To book appointments for another child, please click the link to complete this process again.

Home **Appointments**

[Print Appointment Sheet](#)

[Edit Your Appointments](#)

Select Evening

Year 11 Parents Evening

Your Appointments

For Year 11 Parents Evening on 11/01/2017

This parents' evening is for pupils in Year 11. Please enter the entrance and follow the signs for where this evening is taking place in the main school car park.

16:10	Mark Williamson - Mrs C Aucott (10LK - Maths)
16:15	

Step 6: Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. 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.