



Parents' Guide for Booking Appointments

There are three ways to access the booking system :

- ❑ <https://stjamesacademy.parentseveningsystem.co.uk>
- ❑ by going to the **News & Events section** of the school website
- ❑ by using the QR code alongside



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).

Step 2: Select Parents' Evening

Click the date of the Parents' Evening to make appointments. If you are unavailable for the evening, click **I'm unable to attend**.

Step 3 : Choose Booking Method

Automatic – allow the system to determine your appointment times

Manual – you choose your appointment times

Step 4: Automatic mode - Choose Teachers

Choose the time frame in which you want to make your appointments.

Select the teachers you want to see.

Click on the generate Appointments button to proceed.

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	E6
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R McNamara	Andrew	French	L4

Accept Appointments Cancel 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 4: Manual mode – Choose Teachers

Select teachers and click **Continue to Book Appointments**.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Mr N Anslow
Class 7NAN

Mrs M Downing
Learning for Life

Continue to 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 alternative 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

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*.

Year 11 Subject Evening
4 appointments from 15:00 to 18:00 Thursday, 12th April

[Print](#) [Amend Bookings](#)

This parents' evening is for pupils in year 11. 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.

Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	SEN00 A2
15:10	Mr J Sinclair	Ben	English E6
15:15	Mr J Sinclair	Andrew	English E6
15:20	Mr K Jackson	Ben	History H4
15:25	Miss F Burton	Andrew	Mathematics M2
15:30	Miss J Foster	Andrew	Science SC

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