

Year 11 subject consultation: Monday 20 November 2017

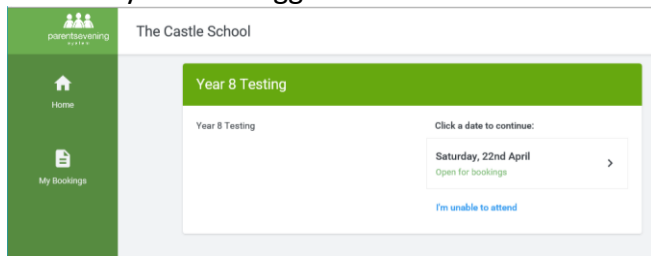
Making an Online Booking for Parents' Evening – NOT open for bookings until 6.00 pm on Monday 13 November 2017.

If you do not have internet access at home then you or your child can make bookings through the school office.

1. Go to the website <https://castle.parentseveningsystem.co.uk/v2/> or click on the link from The Castle School website. **Bookings will open at 6.00 pm on Monday 13 November (and not before).**

2. Enter the requested details in the boxes provided. Please use your child's "legal" forename that matches our records (no abbreviations). **If you would like appointments emailed you must enter an email address.**

3. When you have logged in click on the link to the Parents' Evening of your choice.



4. You can now choose for the system to suggest the shortest possible appointment schedule based on the times you're available to attend, if you would like this to be done please choose Automatic. Or if you'd rather choose the times to book with each teacher, choose Manual. **We recommend choosing the automatic booking mode when browsing on a mobile phone.**

5. Please tick the teachers you wish to see. If you choose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend. Click on the Automatically Schedule Appointments button to proceed.

	Mrs T Brown Geography Kiera	Mrs S Fishlock Food Kiera	Mrs C Jones French Kiera	Miss M Mendoza Garcia Spanish Kiera	Mrs K Rogers Computing Kiera	Mr A Tracey Maths Kiera	Mr S West Science Kiera
15:00	+	+	+	+	+	+	+
15:05	+	+	+	+	+	+	+
15:10	+	+	+	+	+	+	+
15:15	+	+	+	+	+	+	+
15:20	+	+	+	+	+	+	+

6. If you wish choose the Manual booking mode hover over the + and then '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.

7. Appointments at subject Parent Evenings are for 5 minutes and the system will place a 5 minute break between meetings to allow for movement between teachers. Times are available for most teachers between 17.00 and 19.30 hours.

8. When all appointments are made a Finished box is displayed at the top of the screen, click where indicated to view and print your appointments.

9. Remember to logout of the system when you have completed your booking.

If you are having problems making an appointment please contact Miss Paula Cannings.

Paula.Cannings@castle.somerset.sch.uk.