




## **BOOKING APPOINTMENTS**

The school has introduced a new and easy to use online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments. We are confident this will be an improvement to the previous system and welcome any feedback.

Appointments can be made from **Monday, 8<sup>th</sup> February at 6:00pm and will close on Tuesday, 23<sup>rd</sup> February at 9:00am**. Should you wish to make any changes after this date please contact the school office.

If you do not have access to the internet, please contact the school office after **9:30am from Tuesday 9<sup>th</sup> February**, office staff will be happy to add appointments on your behalf.

Please click on the  icon on the Low Ash Primary School home page ([www.lowash.bradford.sch.uk](http://www.lowash.bradford.sch.uk)) or visit <https://lowash.parentseveningsystem.co.uk> to book your appointments. (A short guide on how to add appointments is on the reverse of this letter).

Please login with the following information:

### **Your details - First Name, Surname and email address**

Child's First Name:	<b>Legal Forename</b>
Child's Surname:	<b>Legal Surname</b>
Child's Date of Birth:	<b>dd/mm/yyyy</b>

# Parents' Guide for Booking Appointments

Please click on the  icon on the Low Ash Primary School home page ([www.lowash.bradford.sch.uk](http://www.lowash.bradford.sch.uk)) or browse to <https://lowash.parentseveningsystem.co.uk>

## Parents' Evening System

Welcome to the Green Alley 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" value="Mr"/>	<input type="text" value="John"/>	<input type="text" value="Smith"/>
Email Address		Confirm Email Address
<input type="text" value="john.smith@gmail.com"/>		<input type="text" value="john.smith@gmail.com"/>

### Child's Details

First Name	Surname	Date dd/mm/yyyy
<input type="text" value="Sarah"/>	<input type="text" value="Smith"/>	<input type="text" value="26/11/2005"/>

### Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you.

Please use your child's **legal forename and surname** (no abbreviations).

Date of Birth: **dd/mm/yyyy**

### Select a parents' evening to add appointments:

	<b>Parents' Evening</b> <small>This parents' evening is for all pupils. 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.</small>	<input checked="" type="checkbox"/>
Date: 24/04/2012	Time: 14:00 - 20:00	<input type="button" value="Continue"/>

### Step 2: Select Parents' Evening

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

### Choose Teachers

Your children's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking their name. To remove a teacher, click their name to deselect them. You already have some app

<b>Ben</b>
<input checked="" type="checkbox"/> Mr M Lubbock - Class 9A
<b>Claire</b>
<input checked="" type="checkbox"/> Mr T Smith - Class 11
<b>James</b>
<input checked="" type="checkbox"/> Mrs E Paton - Class 6
<input checked="" type="button" value="Continue to Book Appointments"/> <input type="button" value="Cancel"/>

### Step 3: Check Teachers

Your child's teacher(s) will appear. If you do not wish to see a teacher, untick the box beside their name.

Click on the Continue button to proceed.

	Dr J Lebon Class 8C L7 <b>No Appointment</b>
16:00	<input type="button" value="Book"/>
16:05	<input type="button" value="Book"/>
16:10	<input type="button" value="Book"/>
16:15	<input type="button" value="Busy"/>
16:20	<input type="button" value="Book"/>
16:25	<input type="button" value="Book"/>
16:30	<input type="button" value="Busy"/>
16:35	<input type="button" value="Book"/>
16:40	<input type="button" value="Book"/>

### Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish.

After you have finished booking your appointment, 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

#### What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

### Step 5: Finished

After booking your appointment you have an opportunity to send feedback to the school.

The screenshot shows a user interface for managing appointments. At the top, there are two tabs: 'Home' and 'Appointments'. Below the tabs, on the left, is a sidebar with a 'Select Existing' button and a date '2/26/2017'. The main content area is titled 'Your Appointments' and displays a calendar grid. The grid shows appointments for various times, with some appointments highlighted in red. The appointments listed are:

- 14:00
- 14:05
- 14:10
- 14:15
- 14:20 - No. 1 Review - Geometry (90)
- 14:25 - No. 2 Review - English (90)
- 14:30 - No. 3 Review - French (90)
- 14:35
- 14:40 - No. 4 Review - History (90)
- 14:45
- 14:50 - No. 5 Review - Mathematics (90)
- 14:55
- 15:00 - No. 1 Review - Mathematics (90)
- 15:05
- 15:10
- 15:15
- 15:20
- 15:25

On the right side of the calendar, there is a 'Parents' Events' section with a list of events and a date '2/26/2017'. At the bottom right, there is a link 'Add/Edit/Delete'.

### Viewing/Editing/Printing Appointments

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