



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Parents' Guide to Booking an Appointment

Link: <https://cannockchase.parentseveningsystem.co.uk/>

Or via the school website: News & Events: Calendar: Upcoming Events

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be sent to the e-mail address you provide.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Click

Log In

Cannock Chase High School

Parents' Evening System

Welcome to the Cannock Chase High 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: Mr [v] First Name: John Surname: Smith
Email: john.smith@yamail.com Confirm Email: john.smith@yamail.com

Student's Details

First Name: Sarah Surname: Smith Date of Birth: 1 January 2005

Log In

Step 2: Select Parents' Evening

Click on the date you wish to book. You will also see the options for the talks.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Year 11 Parents' Evening

This event is being held at Upper School. Please sign in on arrival (Upper School Foyer). There are three talks during the evening with multiple times for each talk, please remember to book your talk slots.

Click a date to continue

Thursday, 4th October
Open for bookings

[I'm unable to attend](#)

Year 11 Talks: 4 October 2018

Please book your talks. "How to Transform My Grades: The secrets of independent study" is a compulsory talk for all attending parents and students.

Continue
Open for bookings

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 are 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 Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

Next

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.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

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 McNamara (French)
- Mr J Sinclair (English)

Continue to Book 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).

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

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.

Mr J Brown (SENCO (A2)) Miss B Patel (Class 10E (H3)) Mrs A Wheeler (Class 11A (L1))

Ben Andrew Ben

16:30 16:40 16:50

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
Thursday, 12th April

The parent evening is for year 11 year 11. Please refer to school on the main website and follow the signs for the school. All children the evening is being given. Please refer to the main website for more.

Time	Teacher	Student	Subject	Room
15:00	Mr J Brown	Ben	English	A2
15:10	Mr J Sinclair	Ben	English	E6
15:15	Mr J Sinclair	Andrew	English	E6
15:20	Mr J Brown	Ben	History	M1
15:35	Miss F Burton	Andrew	Mathematics	M2
15:50	Mrs D Mumford	Andrew	Mathematics	M2