

Parents' Guide for Booking Appointments



Browse to <https://plantsbrook.parentseveningsystem.co.uk/> or click on the relevant button found on the homepage of the school website.

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).

Date of birth – eg: 26/11/2005



Plantsbrooks Parents Evening

Parents' Evening System

Welcome to the Plantsbrook 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Phone Number	
<input type="text"/>	<input type="text"/>	

Child's Details

First Name	Surname	DoB dd/mm/yyyy
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Select Parents' Evening

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



Parents' Evening

Please book your parents evening appointments now

Date: 03/03/2014 Time: 16:00 - 18:30



Continue

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.

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated.

<input type="checkbox"/>	Art	Miss K Mills
<input type="checkbox"/>	Drama	Mrs N Downs
<input type="checkbox"/>	English	Miss T Salisbury
<input type="checkbox"/>	English	Mr R Downs
<input type="checkbox"/>	French	Mrs A Gannon
<input type="checkbox"/>	Geography	Mr J Linekar
<input type="checkbox"/>	History	Miss E Hancox
<input type="checkbox"/>	History	Mr W Legood
<input type="checkbox"/>	ICT	Mr R Downs
<input type="checkbox"/>	Mathematics	Mr M Turner
<input type="checkbox"/>	Music	Mrs L Wilson
<input type="checkbox"/>	PE	Mr S Saunders
<input type="checkbox"/>	RE	Miss L Dalton
<input type="checkbox"/>	Science	Mr G Boulton
<input type="checkbox"/>	Science	Miss S Hanif
<input type="checkbox"/>	Technology	Miss S Goscombe

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.

Make Appointments

Parents' Evening (03/03/2014)

	ICT No Appointment	Mathematics No Appointment	Music No Appointment	PE No Appointment
16:00	Book	Book	Book	Book
16:05	Book	Book	Book	Book
16:10	Book	Book	Book	Book
16:15	Book	Book	Book	Book
16:20	Book	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Book	Book	Book
16:35	Book	Book	Book	Book
16:40	Book	Book	Book	Book
16:45	Book	Book	Book	Book
16:50	Book	Book	Book	Book
16:55	Book	Book	Book	Book
17:00	Book	Book	Book	Book
17:05	Book	Book	Book	Book
17:10	Book	Book	Book	Book
17:15	Book	Book	Book	Book
17:20	Book	Book	Book	Book
17:25	Book	Book	Book	Book
17:30	Book	Book	Book	Book

Mrs L Wilson Music Mr S Saunders PE Miss L Dalton RE

Confirm & Add Message

Optionally add a message for Mrs L Wilson for your appointment at 16:00:

140 characters left

[Add Appointment](#) [Cancel](#)

Book	Book	Book
Book	Book	Book
Book	Book	Book

Step 5: Finished

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

To book appointments for another child, please click the link to complete this process again.

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 6: Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please either make a note or 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.

Your Appointments

16:00	W A All-Talk - ICT
16:05	
16:10	
16:15	
16:20	
16:25	
16:30	
16:35	
16:40	
16:45	
16:50	
16:55	
17:00	
17:05	
17:10	
17:15	
17:20	
17:25	
17:30	
17:35	
17:40	
17:45	
17:50	
17:55	

Parents' Evening
Please book your parents evening appointments now.
Date: 03/03/2014 Time: 16:00 - 18:30

[Add/Edit/Delete Appointments](#)