

Parents' Guide for Booking Appointments

Browse to <https://woodkirkacademy.parentseveningsystem.co.uk/>



Woodkirk Academy

Parents' Evening System
Welcome to the Green Abbey 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: Mrs | First Name: Rachael | Surname: Abbott
Email: rabboH@gmail.com | Confirm Email: rabboH@gmail.com

Student's Details

First Name: Ben | Surname: Abbott | Date Of Birth: 28 - July - 2000

Log In

Step 1: Login

Fill out the details on the page then click the *Log In* button. A confirmation of your appointments will be sent to the email address you provide.

Please use your child's legal first name, surname (in full) and date of birth.

Enter your (parent's) first name and surname (in full).

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make the date listed? Click *I'm unable to attend*. A member of Woodkirk Academy staff will contact you should this be selected.

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 3: Select Booking Mode

Choose Automatic if you'd like the system to suggest the shortest possible appointment schedule based on the times you're 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 Teachers
If you don't wish to see any teacher below, de-select them before clicking the button to continue.

Ben

- Mr J Brown (Maths)
- Mrs E Hamford (Mathematics)
- Mr J Sinclair (English)
- Mrs S Wheeler (Class T.A.)

Andrew

- Mrs F Brown (Mathematics)
- Dr P McManus (French)
- Mr J Sinclair (English)

Continue & Book Appointments

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.



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.

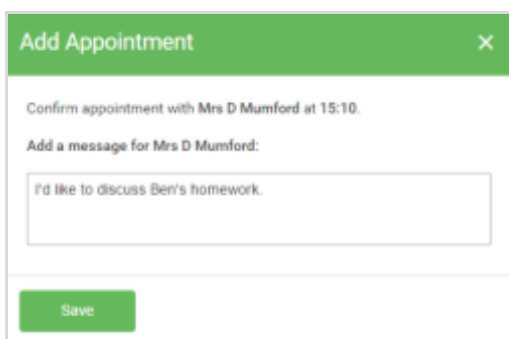
If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



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.



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*.

TEACHERS WITH MULTIPLE YEAR 7 CLASSES:

Miss Gannon (Maths, 2 classes); Miss Jones (Eng, 2); Ms Matthews (Maths, 2); Miss Park (Eng, 2); Ms Cairns (Science, 3); Mrs Church (Maths, 3); Mrs Moorby (History, 3); Mr Semley (Maths, 3); Ms Soppitt (Languages, 3); Mr Stephenson (Languages, 3); Mrs Wainwright (Computing, 3); Mr Walton (Computing, 3); Ms Davies (Art, 4); Mrs Dixon (Music, 4); Mrs Blackburn (Design & Technology, 5); Mrs Brown (Hist, 5); Mrs East (Art, 5); Mr Grey Design & Technology, 5); Mrs Hadley (Design & Technology, 5); Mrs Hunter (Design & Technology, 5); Mrs Jewell (Design & Technology, 5); Mr Lowe (Computing, 5); Mr Gage (Music, 7); Mrs Ward (Reading and English, 8).



Not available for pre-booked appointments: Mrs Barton, Mr Lazarus, Mr Cook, Personal Tutors

