

PARENTS CONSULTATION BOOKING SYSTEM

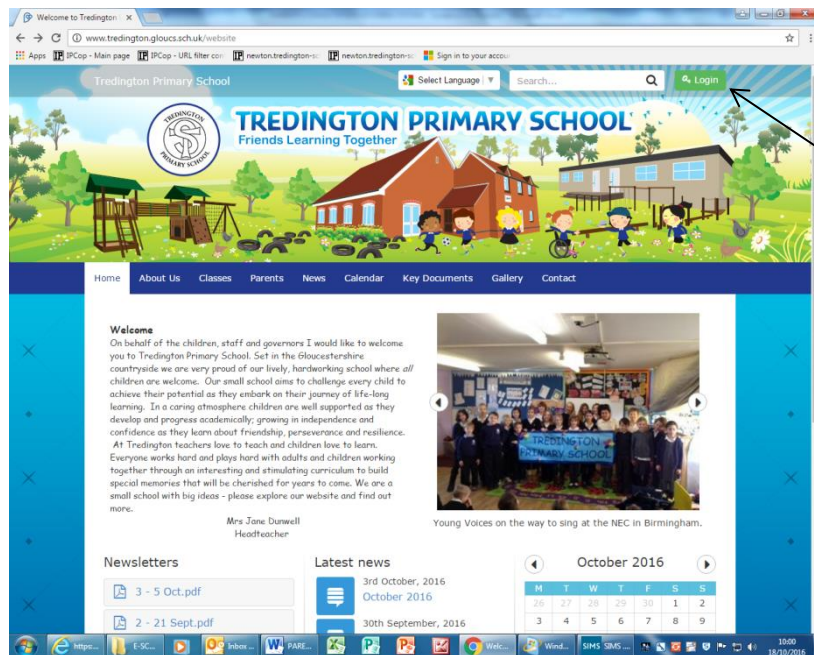
We are delighted to offer you the opportunity to make your booking(s) for Parents Consultations, online. This new service is linked to our school website. We hope you will find this easy to use and allow you a greater choice too.

Please pay attention to the booking descriptions as we run these Consultations over two evenings but target different class groups. Details are online and your eSchools login and password will be needed to access this booking system. To assist you in booking we have gathered a selection of 'screenshots' below so that you can follow the process.

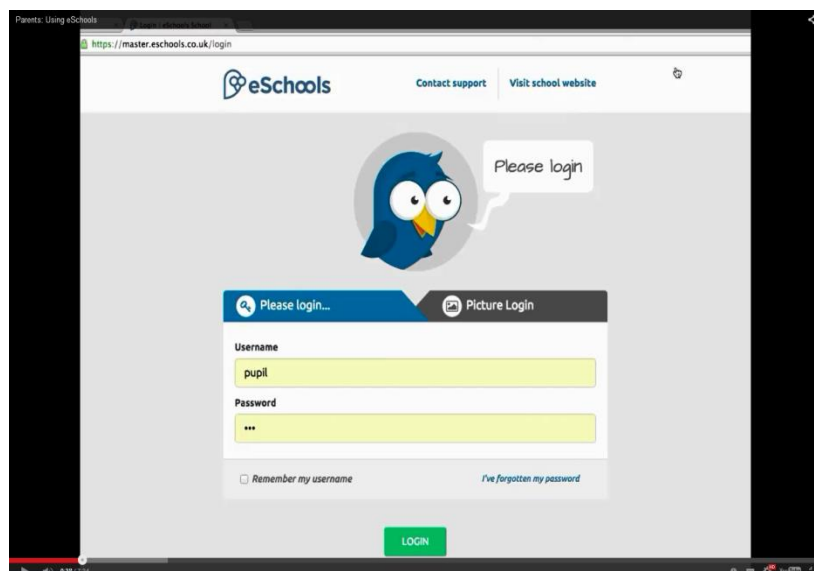
If you have any difficulties in accessing this system please contact the school office or pop in and see us. We are able to make appointments for you should you not have internet access.

STEP 1 – LOGIN

Type the following address in your internet browser: **www.tredington.gloucs.sch.uk** and you should see this screen:

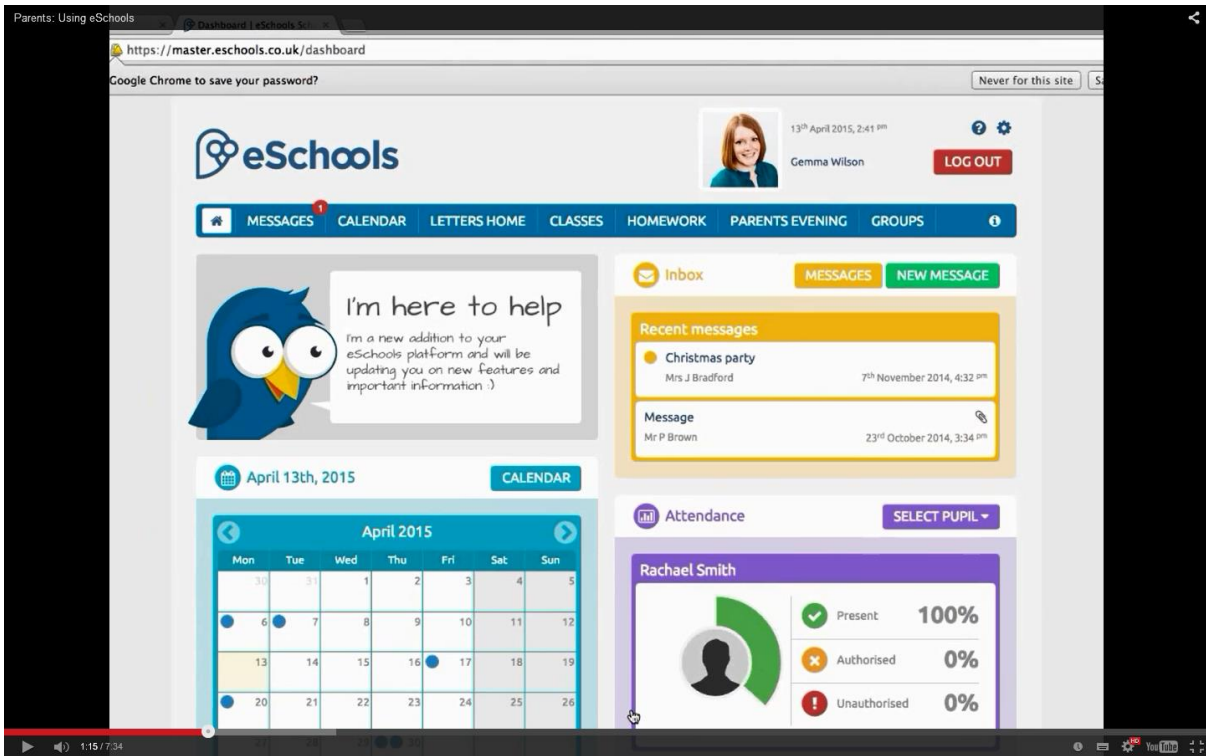


Type your login details here



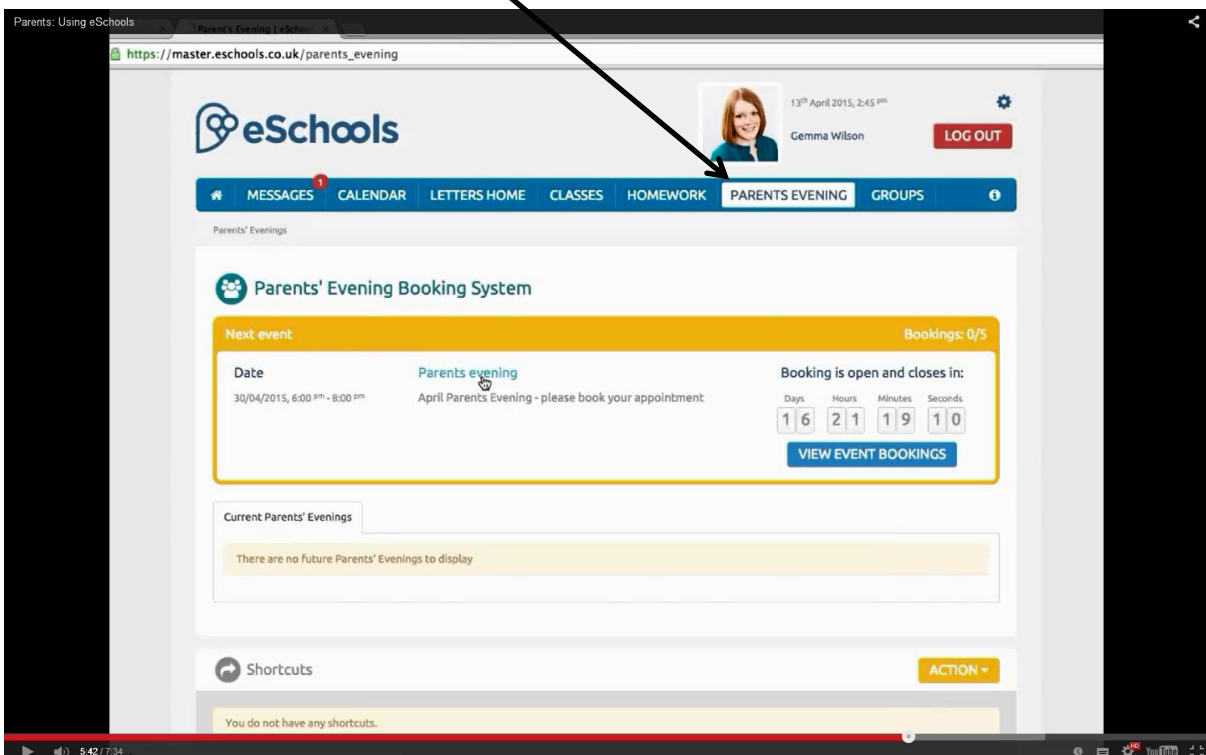
STEP 2 – DASHBOARD

This is where you will go once you login. At the moment there is little information here, but for the purposes of booking Parent Consultation, this is all you need:



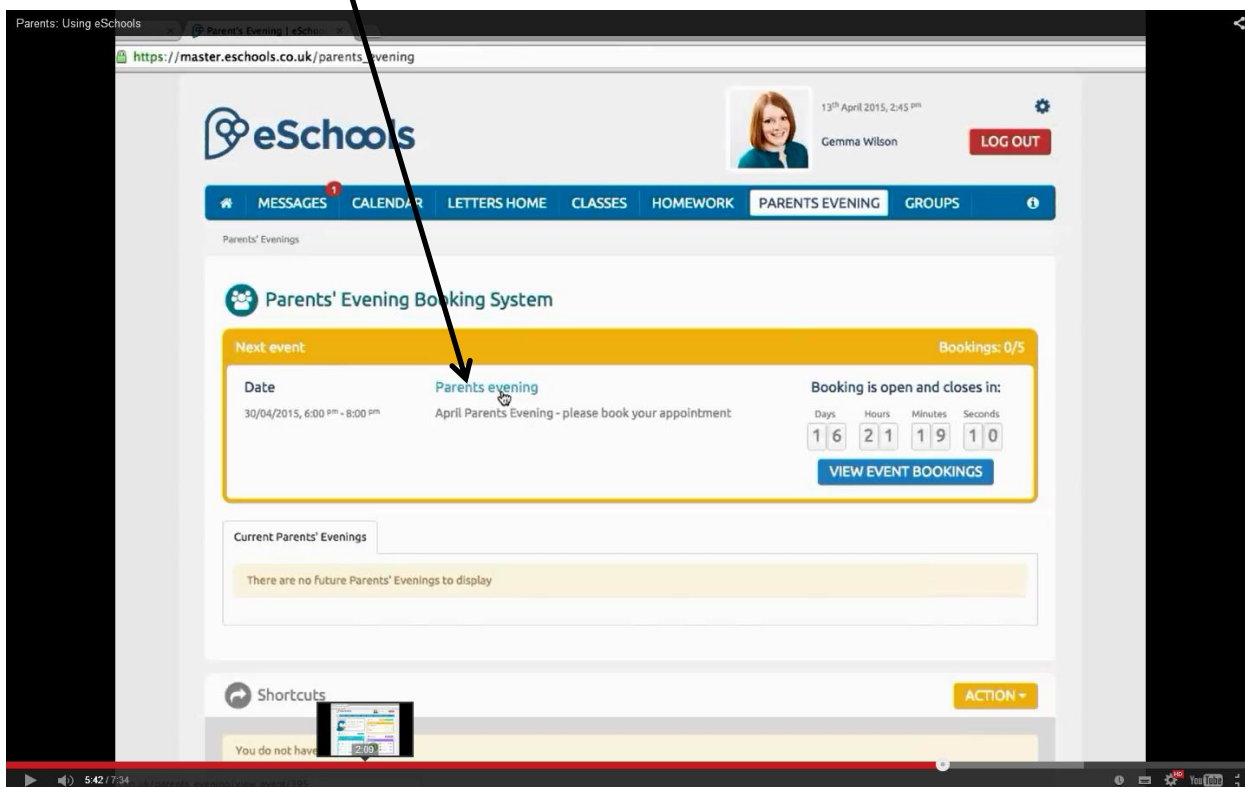
STEP 3 – ACCESSING THE BOOKING SYSTEM

Click on the title 'PARENTS EVENING' .

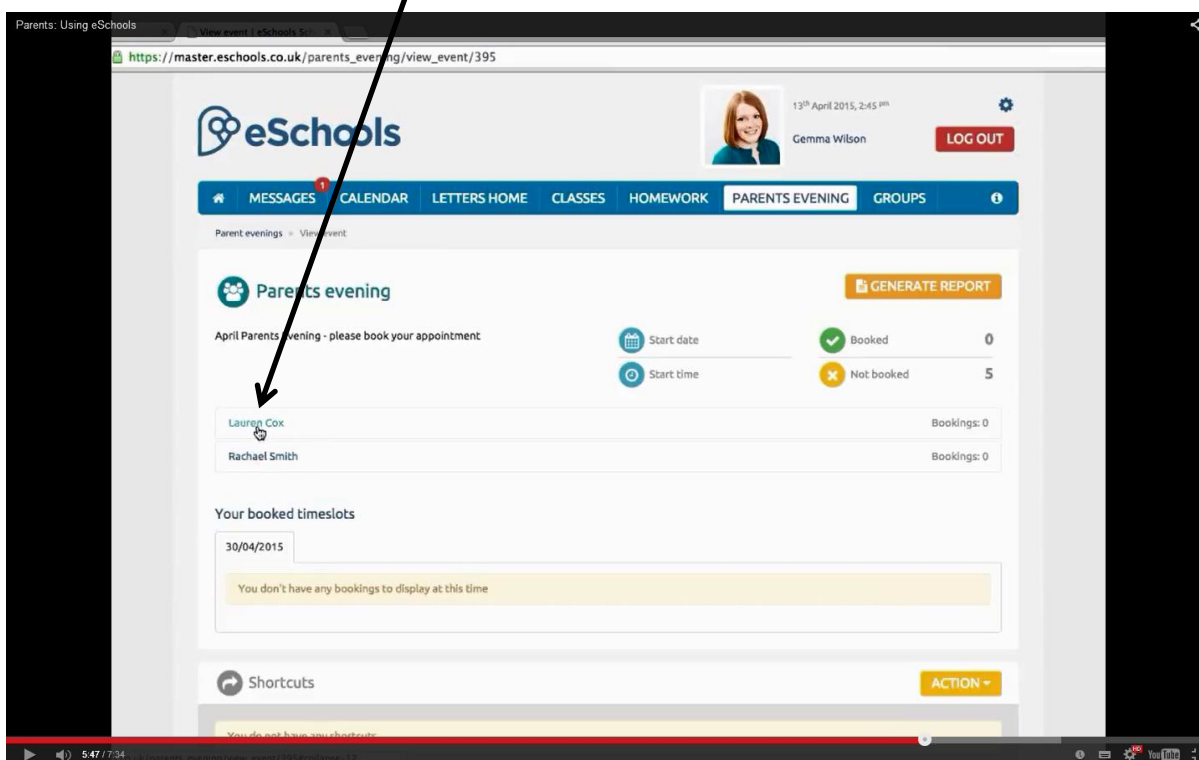


STEP 4 – BOOKING YOUR APPOINTMENT

Click on this heading first

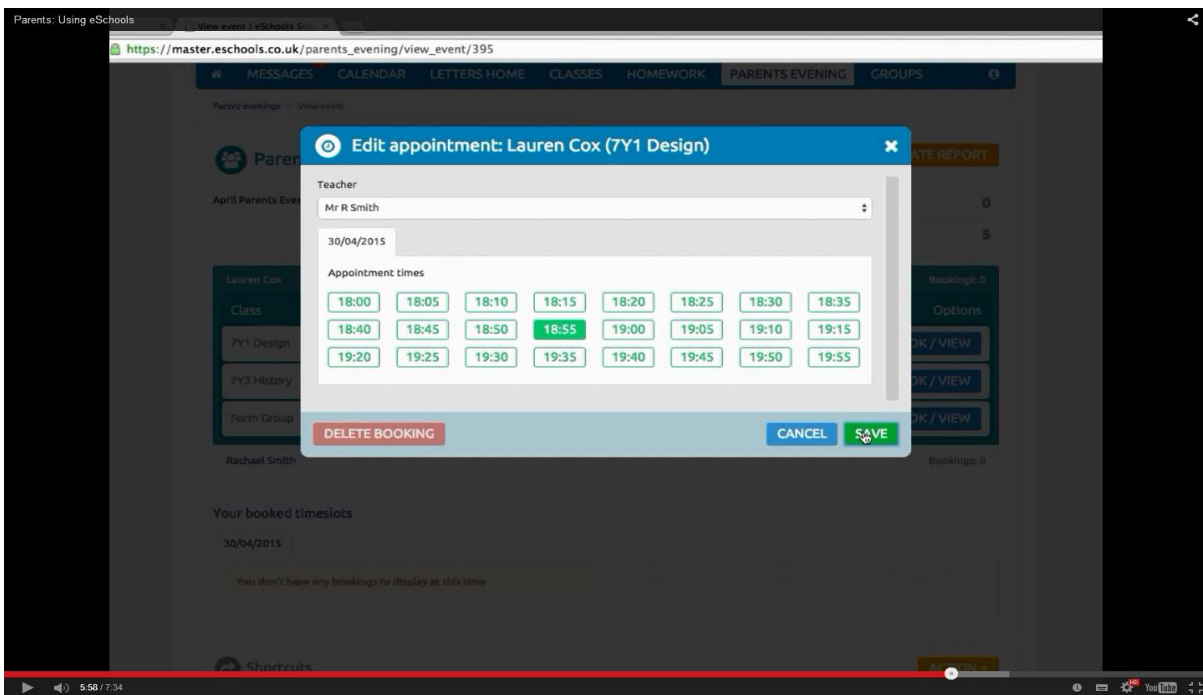
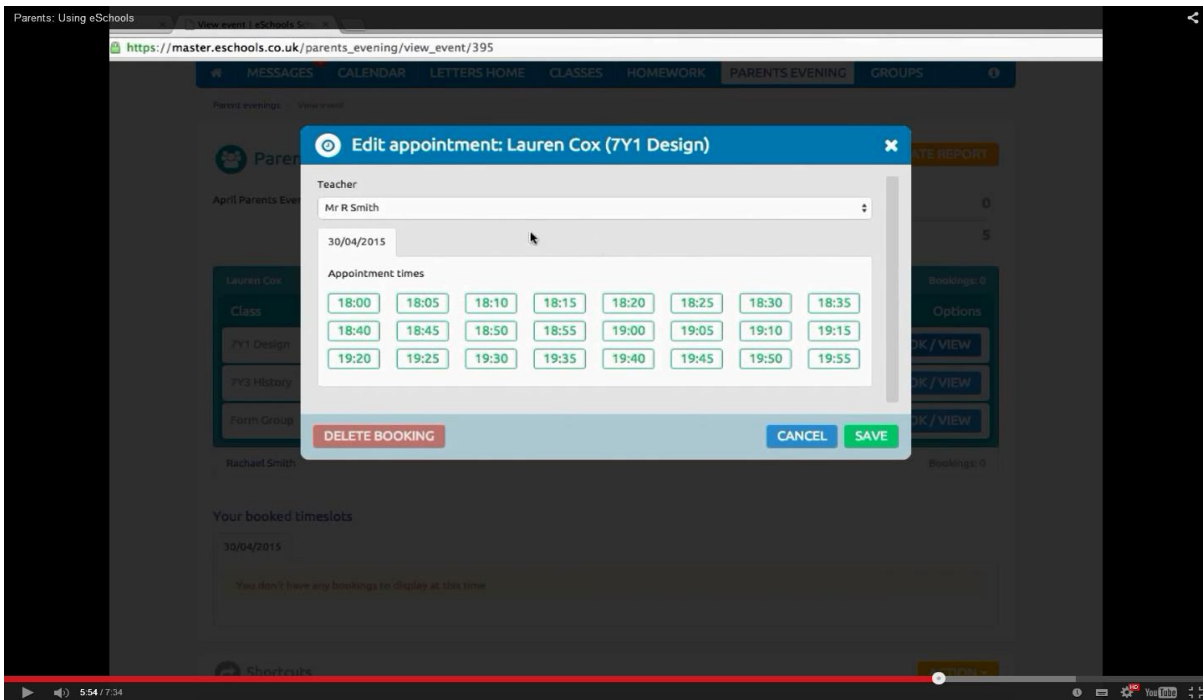


Then select your child's name here . If you have more than one child at school you should see them both.



A 'Pop-Up' window with times, will appear. Select a suitable time then click SAVE.

Remember, try to co-ordinate your appointment times so that you don't have long gaps between. You might want to look at all of your children's individual appointment times to see what's available, before beginning. Appointments that are already booked, will be greyed out.



If you have more than one child then once you SAVE you will return to the previous screen and can then choose another child.

And that's it.

If you need to change your appointment time then follow the above steps but just select Delete Booking and then make a new appointment.

Any questions contact the school office on 01684 293617.