



# KINGSDALE 11-19 FOUNDATION SCHOOL

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## EXAMPLE INFORMATION SHEET SENT TO PARENTS TO ASSIST WITH ONLIN APPOINTMENT BOOKINGS FOR PARENTS' EVENING

### Parents' Evening Booking System Information Sheet

Please find below instructions on how to log in and make online appointments for the Year XX Parent's Evening scheduled to take place on XXXX. **Please note that the system will not be open for bookings until XXXX and a text will be sent to advise when this occurs.**

For parents who do not have access to the internet, alternative arrangements are available. Please visit the school reception or telephone the school for the attention of Mrs Cowling on Ext 734, who will be able to book your appointments (please *see time restrictions in paragraph above*). **Please be advised that as part of this new system, the vast majority of a teacher's consultation time on the night will be pre-booked by parents. We strongly advise contacting the school as described above if you are unable to use the new e-booking system.**

### How to make appointments using our online Parents' Evening Booking System

- Visit <https://kingsdalefoundation.parentseveningsystem.co.uk/> which will open the Parents' Appointment Log In page as follows:
- Enter your details and your child's details as requested taking care to enter the Date of Birth in the required format, i.e. DD/MM/YYYY. If you have more than one child in the same year group, you will have the option of making additional appointments once you have made appointments for one of your children (please see below). Please be advised that you do not need to enter an email address to log in to the system. However, if you do not, then you will not receive the email confirmation and a summary of the appointments you have made.
- If you experience technical difficulties logging into the online appointment system or once you are logged in, please email [attendanceoffice@kingsdale.southwark.sch.uk](mailto:attendanceoffice@kingsdale.southwark.sch.uk) indicating clearly your name, your child's name and their tutor group. Please ensure that you include in your message a summary of the technical difficulty that you are experiencing.
- Once you have logged in successfully, you will see the events for which you can make appointments. Select the 'Parents Evening for Year XXXX' by clicking on the green tick on the right of the screen. This will take you to the teacher selection page.
- You will now see a list of teachers that are linked to your child via their timetable. They are preselected and so there is no need to manually select staff. You may make appointments for all of the staff listed. Alternatively, select the red cross on the left of each teacher's name to remove them from the list of staff that you wish to see. Appointments will not be offered for these staff. There is no limit on the number of teachers that can be removed at this stage. Slots where teachers are not



available will be indicated by the heading 'unavailable' or 'busy'. You will not be able to book an appointment with a teacher at a time where either of these two headings is showing. If a teacher is shown as either 'unavailable' or 'busy' for the whole of the Parents' Evening, they will not be available for this event.

- Please be advised that some subjects, e.g. Science or Tutor Period may have more than one teacher attached to your child. If you wish to see only one of these teachers, use the red cross to remove from the list the one you do not wish to see. If you wish to see both, you will need to make a separate appointment for both. When your list is satisfactory, select the 'Continue to book appointments' at the bottom of the screen.
- You will be given the option of making appointments with the teachers who you have selected. Click the blue 'Book' link in the column linked to each teacher to make an appointment. Please note that the system will make a 5 minute appointment with each teacher you select at the time you have chosen. The system also automatically adds a 5 minute movement time space between each appointment so it not possible to book 'back-to-back' appointments with teachers. It is also not currently possible to book slots longer than 5 minutes, i.e. double 10 minute slots. At the evening itself, a bell signal system will be used to indicate the 5 minute appointment cycle.
- Please note that with each booking, you will have the opportunity to send a short pre-meeting message to the teacher. This is useful where there are certain specific aspects of your child's progress that you wish to discuss so that the teacher can make the best use of the allocated time with you. If you do not wish to send a message to the teacher, simply select the 'Confirm Booking' option when this is presented.
- Once you have made all of your appointments you will see a box at the top of the screen notifying you that your appointments have been made. You will have the option of cancelling any of the appointments you have already made by clicking on the red cross next to the appointment in the list presented. Alternatively, by clicking on the white clipboard option next to an appointment in the list, you will be able to send a teacher a message prior to the appointment. Other options can be seen as links at the bottom of the box and allow you to 'View/Print Appointments' (this will take you to the printer interface window), 'Send Feedback' (this will tell us your views about the system), 'Make Appointment for Another Child' (this will enable you to book an appointment for another of your children if applicable) or 'Logout' (this will end your session and save your appointments).
- By selecting the 'View/Print Appointments' option, you will see a list of all of your appointments for the evening with a description of the evening itself.
- At all times, you can return to the start by selecting the 'Home' tab at the top left of the screen. Your home screen will then open. Should you wish to make more appointments you can do so from here. In addition, should you already have made appointments that you wish to amend, you can do so from the home screen by selecting the 'Manage Appointments' link.
- We suggest that for the evening itself, you print out a copy of your appointments to bring with you for ease of reference. Please remember that appointments can only be made up until 4pm on the day of the Parents' Evening event. After that, you will need to visit the special information table at the evening itself.

We hope that you find using this new system convenient and helpful. Please do take a few moments to give us your feedback on the system using the 'Send Feedback' link.