

# Parents and Carers Guide for Booking Appointments

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

**Bohunt School**  
**Consultation Evening System**  
Welcome to the Bohunt School Consultation 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 | First Name: John | Surname: Smith  
Email Address: johnsmith@gmail.com | Confirm Email Address: johnsmith@gmail.com

**Child's Details**

First Name: Sarah | Surname: Smith | DoB dd/mm/yyyy: 11/09/1998

[Login & Continue](#)  
[Administrator Login](#)  
[Teacher Login](#)

## Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you. Either of the 1<sup>st</sup> two contacts that you have given the school are able to login.

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

**Year 11 Consultation Evening - Side Y**  
Please ensure that you only book an appointment if your child is on the Y side of the timetable

Date: 16/10/2013 | Time: 17:00 - 20:00

[Continue](#)

## Step 2: Select Consultation Evening

Click the green tick to select the consultation evening you want to make appointments for. The tick will only appear from **Saturday 24 January**.

**Step 2 of 3: Choose Teachers**  
Four child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross next to not wish to see.

<input checked="" type="checkbox"/>	English	Mr J Atkinson
<input checked="" type="checkbox"/>	French	Mr A Gray
<input checked="" type="checkbox"/>	Geography	Mr A Pinkney
<input checked="" type="checkbox"/>	History	Mr K Jacobs
<input checked="" type="checkbox"/>	Mathematics	Mrs L Vernon
<input checked="" type="checkbox"/>	Physical Ed	Mrs E Patan
<input checked="" type="checkbox"/>	Science	Ms J Estaphan

[Continue to Book Appointments](#)

## 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. If the teachers name is not correct then click on the teachers name and a drop down menu will appear with all other subject teachers.

Click on the Continue button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Busy	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

**Confirm & Add Message**  
Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30:  
I would like to discuss how Sarah's can improve on her recent test results.  
65 characters left

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

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. The system automatically blocks out 5 minutes before your appointment and 5 minutes after to give you moving time to your next appointment.

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.

**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 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.

**Home** | **Appointments**

[Print Appointments](#)

Select Evening: Parents' Evening 24/01/2013

**Your Appointments**

16:00	
16:05	
16:10	
16:15	
16:20	Mr A Pinkney - Geography (H5)
16:25	
16:30	Mr J Atkinson - English (E5)
16:35	
16:40	Mr A Gray - French (L2)
16:45	
16:50	Mr K Jacobs - History (H6)
16:55	
17:00	Mrs L Vernon - Mathematics (M4)
17:05	
17:10	
17:15	
17:20	
17:25	

[Add/Edit/Delete](#)

**Parents' Evening**  
This parents' evening is the school via the main for the Main Hall where Parking is available in the

Date: 24/01/2013

## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the consultation evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".

There is a link at the bottom of the confirmation email that logs you back into the system.