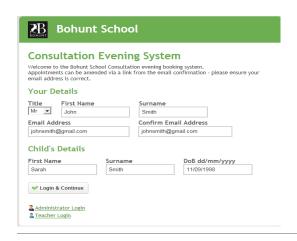
Parents and Carers Guide for Booking Appointments

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



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 1st 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).



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X English

X History

X Mathematics

W Mr J Atkinson French

Mr A Gray

Geography

Mr A Pinkney

History

History

Mr K Jacobs

Mrs L Vernon

+ Ms J Estaphan

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 22 November.

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.



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.



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.



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.