

**Booking appointments for
parents evening at
Orchard School Bristol**

You can access our parents evening booking system at www.orchard.parentseveningsystem.co.uk or

From on the Orchard School WEB site www.orchardschoolbristol.co.uk

click on this icon



This is the login screen.
Please complete all of the
fields and click on the green
login button at the bottom
of your screen.

NB: You will need to
complete your child's name
and date of birth exactly as
we have it on our system.

Any problems at this point
call 0117 377 2000 to check
the details we hold.

Orchard School Bristol

Parents' Evening System

Welcome to the Orchard School Bristol 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	First Name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email	Confirm Email
<input type="text"/>	<input type="text"/>

Student's Details

First Name	Surname	Date of Birth		
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="January"/>	<input type="text" value="2010"/>

Select the parents evening you wish to attend.

You can select to book the appointments automatically. This is the simplest way as it will choose the appointment times in the shortest time available. Click on Next to select your arrival time.

Test Parents Evening

This is just for test purposes.

Click a date to continue

Wednesday, Nov 29th
Open for bookings >

[I'm unable to attend](#)

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

Automatic
Automatically book the best possible times based on your availability

Manual
Choose the time you would like to see each teacher

[Next](#)

You can choose the time when you can arrive by moving the circles at the start of the green line.

Then scroll down the screen

Choose the teachers you want to meet with and click on generate appointments.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

Your availability: 16:43 - 18:55

<input checked="" type="checkbox"/> Mr G Butcher Music	<input checked="" type="checkbox"/> Miss R Cox Maths	<input checked="" type="checkbox"/> Mr R Flitter English
<input checked="" type="checkbox"/> Mrs A Hinks MFL	<input checked="" type="checkbox"/> Ms S Howell Art	<input type="checkbox"/> Mr F O'Donovan PSHE
<input checked="" type="checkbox"/> Mr D Peek Science	<input checked="" type="checkbox"/> Ms K Pettett Design Tec	<input checked="" type="checkbox"/> Mr D Pitt PE
<input checked="" type="checkbox"/> Miss L Taylor Humanities		

[Add a Teacher](#)

[Generate Appointments](#)

You will have 2 minutes to confirm your appointments. Scroll to the bottom of the page to click on accept appointments.

01:49 Please confirm your appointments within 2 minutes

Confirm Appointment Times

Here are your appointments. If you're happy with them, please click the Accept Appointments button within two minutes.

	Teacher	Student	Subject	Room
16:45	Mr G Butcher	Ben	Music	
16:55	Ms S Howell	Ben	Art	
17:05	Mr D Pitt	Ben	PE	
17:15	Miss R Cox	Ben	Maths	
17:25	Mr R Flitter	Ben	English	
17:35	Mrs A Hinks	Ben	MFL	
17:45	Mr D Peek	Ben	Science	
17:55	Ms K Pettett	Ben	Design Tec	
18:05	Miss L Taylor	Ben	Humanities	

Accept Appointments

Reject Appointments

From the final screen you can print your appointments. There will be a print out waiting for you when you arrive at parents evening.

If you included your e-mail address at login you will be e-mailed your appointment times.

To close click the sign out button in the bottom left corner of the screen.

If you are having problems booking your appointments please call 0117 377 2000 and ask for Jill Noyes or Helen Howard who can talk you through how to book your appointments.

We look forward to seeing you at parents evening.

Your appointments have been saved and an email will be sent confirming your appointments.

Test Parents Evening Wednesday, Nov 29th
9 appointments from 4:45pm to 6:10pm

Print Amend Bookings

This is just for test purposes.

	Teacher	Student	Subject
4:45pm	Mr G Butcher	Ben	Music
5 minute gap			
4:55pm	Ms S Howell	Ben	Art
5 minute gap			
5:05pm	Mr D Pitt	Ben	PE

Home
My Bookings
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