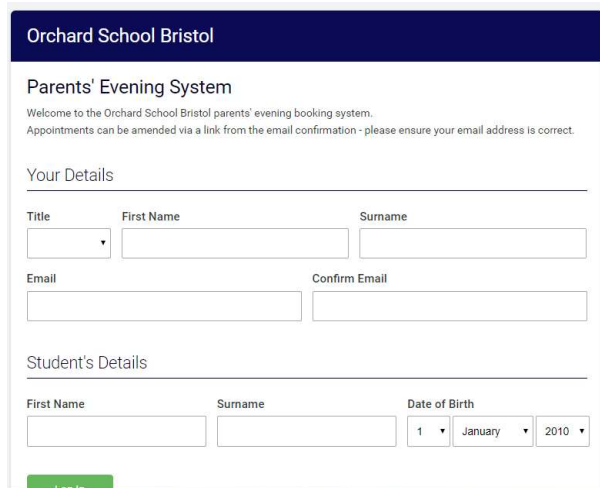


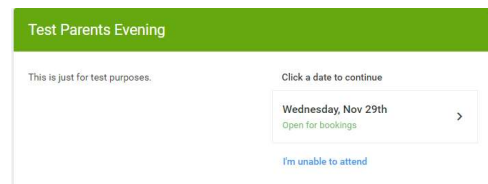
How to book appointments for parents evening

You can access our parents evening booking system at www.orchard.parentseveningsystem.co.uk or from the parent's page on the Orchard School website.

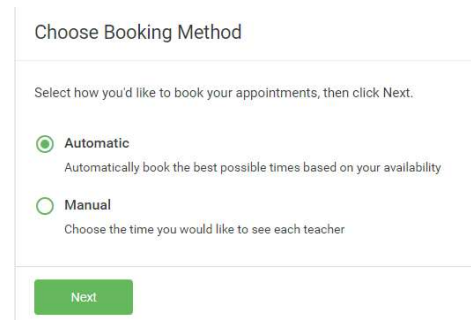
This is the login screen. Please complete all of the fields and click on the green login button at the bottom of your screen. NB: You will need to complete your child's name and date of birth exactly as we have it on our system. Any problems at this point call 0117 377 2000 to check the details we hold.



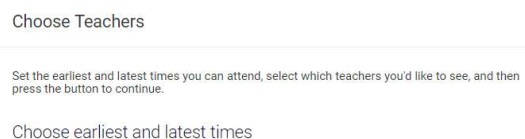
Select the parents evening



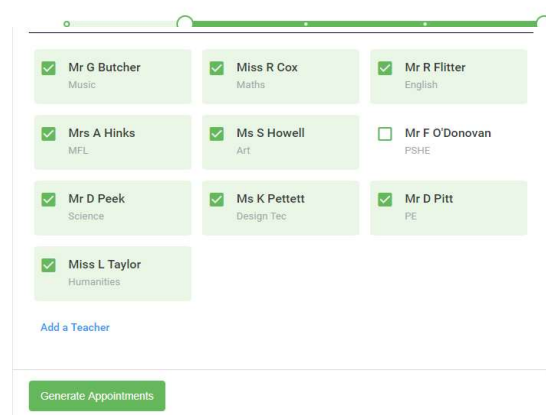
You can select to book the appointments automatically. This is the simplest way as it will choose the appointment times in the shortest time available. Click on Next to select your arrival time.



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



How to book appointments for parents evening

Choose the teachers you want to meet with and click on 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


	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.

 Home

 My Bookings



 Send Feedback

 Sign Out

✔ 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

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 who can talk you through how to book your appointments.

We look forward to seeing you at parents evening.