

# Parents' Guide for Booking Appointments

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

**St Piran's**

## Parents' Evening System

Welcome to the St Piran's 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

Email Address  Phone Number

### Child's Details

First Name  Surname  Login Code

[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 and we may use the phone number to contact you.

Enter your child's details and date of birth as requested (there is no longer a login code required).

**St Piran's**

Home Appointments

## Welcome

Click on an event below to make appointments or browse to [Manage Appointments](#) to view/edit/delete current appointments.

**Year 5 Parents' Evening**  
Year 5 Parents' Evening.  
Tippet Hall  
Date: 24/02/2014 Time: 18:00 - 20:30

**Year 5 Parents' Afternoon**  
Year 5 Parents' Afternoon.  
Tippet Hall  
Date: 26/02/2014 Time: 16:30 - 18:00

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## Step 2: Select Parents' Evening

Click the green tick to select the parents' evening you want to make appointments for.

**St Piran's**

Home Appointments

## Step 2 of 3: Choose Teachers

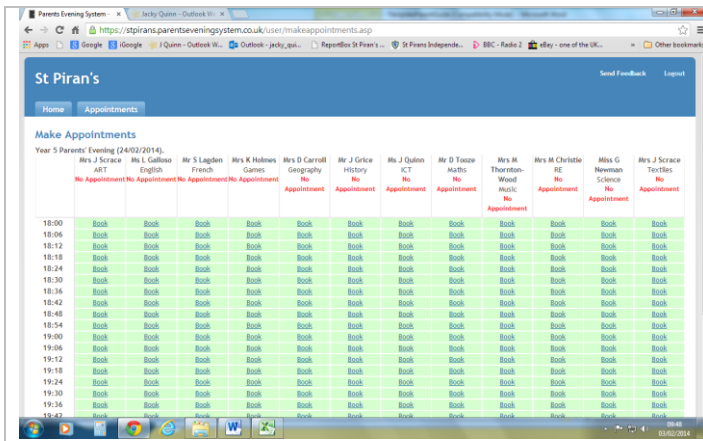
Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside any teacher you do not wish to see.

<input checked="" type="checkbox"/>	ART	Mrs J. Scrase
<input checked="" type="checkbox"/>	English	Mrs L. Galleso
<input checked="" type="checkbox"/>	French	Mrs S. Lagan
<input checked="" type="checkbox"/>	Games	Mrs K. Holmes
<input checked="" type="checkbox"/>	Geography	Mrs D. Carroll
<input checked="" type="checkbox"/>	History	Mrs J. Gice
<input checked="" type="checkbox"/>	ICT	Mrs J. Quinn
<input checked="" type="checkbox"/>	Maths	Mrs D. Tease
<input checked="" type="checkbox"/>	Music	Mrs M. Thornton-Wood
<input checked="" type="checkbox"/>	PE	Mrs M. Christie
<input checked="" type="checkbox"/>	Science	Mrs D. Newman
<input checked="" type="checkbox"/>	Textiles	Mrs J. Scrase

## 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.

Click on the Continue button to proceed.

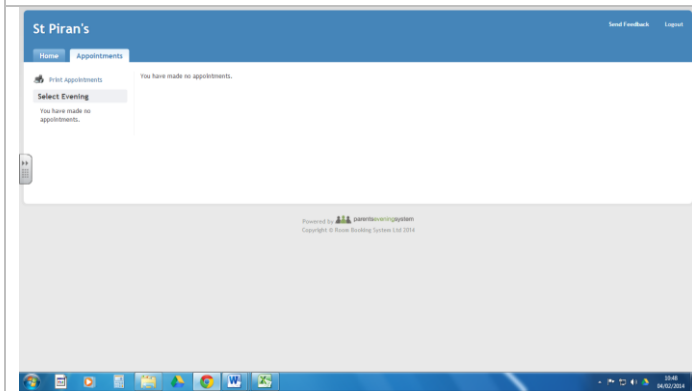


## Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see.

After you have finished booking all your appointments, click on "click here" in the yellow box at the top of the page to send the confirmation email.

After booking all your appointments you have an opportunity to send feedback to the school.



## 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 parents' evening.

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

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