Parents' Guide for Booking Appointments

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

I Heckmondwike Grammar School	Step 1: Login
Parents' Evening System Welcome to the Heckmondwike Grammar School 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	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.
International Surname Surname Image: surname Surname Image: surname Confirm Email Address	Please use your child's "preferred" first name that matches our records (no abbreviations).
Child's Details	
First Name Surname DoB (dd/mm/yyyy) Void of the second se	Date of birth – eg: 26/11/2005
	Step 2: Select Parents' Evening
Select a parents' evening to add appointments:	

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

Choose Teachers Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the to To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for Image: teacher is the teacher is

 \checkmark

Continue

Parents' Evening

Date: 24/01/2013 Time: 16:00 - 20:30

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

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All Finished!

What's Next?

Changed Your Mind?

Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green. If you do not wish to see a teacher, click on their name to de-select them.

Click on the Continue button to proceed.

Finished Adding Appointments? You've still got 2 appointments to make. However if you're finished, please <u>click here</u> to save					
	Mr J Atkinson	Mr A Gray	Mr A Pinkney	Mr K Jacobs	
	English	French	Geography	History	
	E5	L2	H5	H6	
	No Appointment	No Appointment	No Appointment	No Appointment	
16:00	<u>Book</u>	Book	Book	Book	
16:05	Book	Book	Book	Book	
16:10	Book	Book	Book	Book	
16:15	Book	Book	Book	Book	
16:20	Busy	Book	<u>Book</u>	<u>Book</u>	
16:25	Book	Book	<u>Book</u>	<u>Book</u>	
16:30	Book	Busy	Book	Book	

en saved and an email has been sent confirming your appointments.

Send Feedback Logout

ent click on the red cross beside your child's name for the relevant teacher. Be su

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.

Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening