

Parents' Guide for Booking Appointments

Browse to <https://heckmondwikegrammar.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 and we may use the phone number to contact you.

Please use your child's "preferred" first name that matches our records (no abbreviations).

Date of birth – eg: 26/11/2005

Step 2: Select Parents' Evening

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

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.

| | Mr J Atkinson English E5 | Mr A Gray French L2 | Mr A Pinkney Geography H5 | Mr K Jacobs History H6 |
|-------|--------------------------------|---------------------------|---------------------------------|------------------------------|
| | No Appointment | No Appointment | No Appointment | No Appointment |
| 16:00 | Book | 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 | Book | Book |
| 16:25 | Book | Book | Book | Book |
| 16:30 | Book | Busy | Book | Book |

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