

Parents' Guide for Booking Appointments

Browse to www.chaucer.sheffield.sch.uk/parents-evenings

Parents' Evening System

Welcome to the Chaucer High 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 Surname

Address John Smith

Email Address john.smith@gmail.com Phone Number 81254 454871

Child's Details

First Name Surname Registration Class

Sarah Smith 7D3

[Log In & Continue](#)

Step 1: Login

Please fill out all the details on the page.

Your Firstname

Your Surname :

Your Child's Firstname :

Your Child's Surname :

Your login code : **Supplied in a letter**

and your Email Address

A confirmation of your appointments will be emailed to you.

Select a parents' evening to add appointments:

Parents' Evening

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

[Continue](#)

Date: 24/11/2015 Time: 16:00 - 20:30

Step 2: Select Parents' Evening or Event

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

or Select the event you'd like to book places for and press "Book"

Step 2 of 3: Choose Teachers

Your child's teachers have been suggested. Please check these are correct and make any changes if necessary. Click the red cross next to any you do not wish to see.

<input checked="" type="checkbox"/>	English	Mr J. Johnson	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	French	Mr A. Gray	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Geography	Mr A. Johnson	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	History	Mr R. Jacobs	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Mathematics	Ms L. Jones	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Physical PE	Mr E. Price	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Science	Mr J. Simpson	<input checked="" type="checkbox"/>

[Click here to Book Appointments](#)

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.

Finished Adding Appointments?

You've still got 2 appointments to make. However if you're finished, please [click here to save](#)

	Mr J Johnson English EN	Mr A Gray French L2	Mr A Johnson Geography HS	Mr R Jacobs History HS
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	Book	Book	Book	Book
16:25	Book	Book	Book	Book
16:30	Book	Book	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.

All Finished!

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

Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Or you can click on the red cross to delete the appointment.

What's Next?

[View Your Appointments](#) [Send Feedback](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

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 you can print your appointments.

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.

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