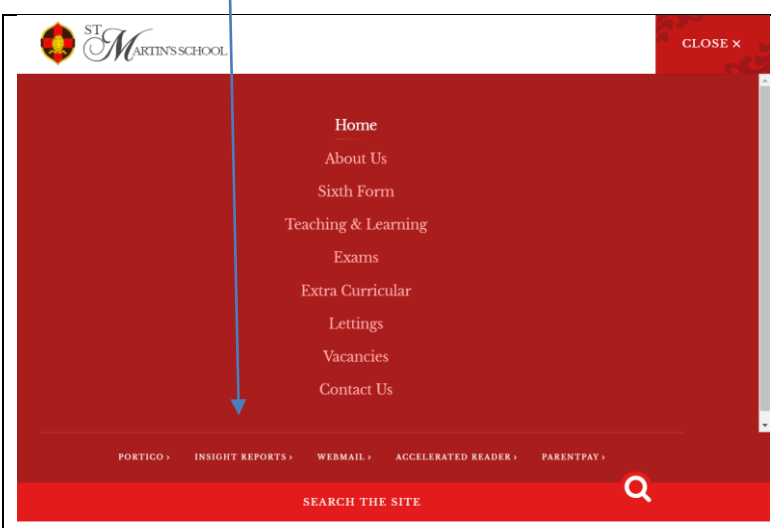


BOOKING INSTUCTIONS FOR APPOINTMENTS MADE BY PARENTS

Bookings for parent evenings are made via the school website, click on “home” then “insight reports” at the bottom of the screen:



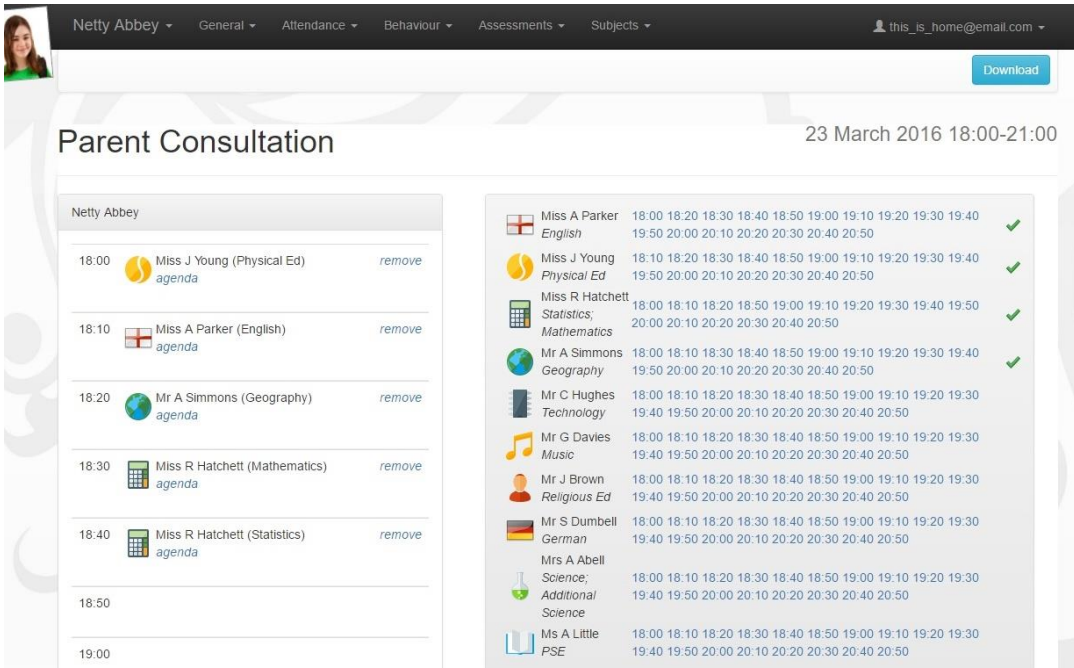
Enter your username and password. Email the IT department if you have forgotten your username (ITsupport@st-martins.essex.sch.uk) or click on 'forgotten password' for a new password – this will be emailed directly to the email you provided when your son or daughter joined the school.

The parents evening page

Users will see a list of the staff they can make bookings with on the right side of the page. The left side of the page shows the bookings that the user has already made. Users can make bookings with staff by clicking on the time slot that they would like to book. Only available slots will be shown, and they are always allocated on a first-come first-serve basis. If a parent already has a booking with a member of staff, a tick will appear next to that staff member's name.

A download button appears at the top right of the page. This can be used to download the list of bookings for the user. If a supporting document has also been added for the evening, then this will be available by clicking the Download button.

Example of screen shot:



Netty Abbey ▾ General ▾ Attendance ▾ Behaviour ▾ Assessments ▾ Subjects ▾ this_is_home@email.com ▾ Download

Parent Consultation

23 March 2016 18:00-21:00

Netty Abbey

Time	Staff	Action
18:00	Miss J Young (Physical Ed)	remove agenda
18:10	Miss A Parker (English)	remove agenda
18:20	Mr A Simmons (Geography)	remove agenda
18:30	Miss R Hatchett (Mathematics)	remove agenda
18:40	Miss R Hatchett (Statistics)	remove agenda
18:50		
19:00		

Miss A Parker English	18:00 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	✓
Miss J Young Physical Ed	18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	✓
Miss R Hatchett Statistics; Mathematics	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	✓
Mr A Simmons Geography	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	✓
Mr C Hughes Technology	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	
Mr G Davies Music	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	
Mr J Brown Religious Ed	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	
Mr S Dumbell German	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	
Mrs A Abell Science; Additional Science	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	
Ms A Little PSE	18:00 18:10 18:20 18:30 18:40 18:50 19:00 19:10 19:20 19:30 19:40 19:50 20:00 20:10 20:20 20:30 20:40 20:50	