



2 May 2019

Dear parent/carer

### Year 7 Parent's Evening - Online Appointment Booking

I would like to invite you to attend our Parent's Evening on Thursday 23 May 2019 between 4pm and 7pm. This is an important evening and provides you with an opportunity to speak to your child's subject teacher.

Please use the online appointment booking system which allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 8.30am on Friday 10 May and will close at midnight on Thursday 23 May. Should you wish to make any changes after this date please contact the school office.

Please visit <a href="https://bbgacademy.parentseveningsystem.co.uk">https://bbgacademy.parentseveningsystem.co.uk</a> to book your appointments (a short guide on how to add appointments is overleaf).

Login with the following information:

Student's first name Student's surname Date of birth

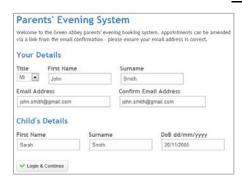
If you do not have access to the internet, please contact the school office who will be happy to add appointments on your behalf.

Yours sincerely

Miss T Binns Head of Year

# **Parents' Guide for Booking Appointments**

Browse to https://bbgacademy.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" forename 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 child'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. If you have another child to book into this parents' evening, press the "Add another child" button, enter their details and then repeat this step.

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.



#### Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback".



#### **Viewing/Editing/Printing Appointments**

You can also view and print your appointments online by clicking the "Appointments" tab. 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.