

Step 1 Log on to: <https://stpaulscofejuniorschool.parentseveningsystem.co.uk/>
You can also access this via a link on the school website. Under the Parents Tab select the Parents Evening option. Here you will find a copy of this letter and a link to the booking system (as above).

Step 2

St Paul's C of E Junior School

Parents' Evening System

Welcome to the St Paul's C of E Junior 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

Email Address Phone Number

Child's Details

First Name Surname Registration Class

[Login & Continue](#)

[Administrator Login](#)

[Teacher Login](#)

2.1. Complete, your Title, First Name, Surname & Email address

2.2. Complete your child's First Name, Surname & Registration Class

2.3. Select Login & Continue

Step 3

St Paul's C of E Junior School

[Home](#) [Appointments](#)

Welcome

Click on an event below to make appointments or browse to [Manage Appointments](#) to view/edit/delete current appointments.

Spring Term Parents' Evening 1

Please select one appointment on either 6th or 12th February. On the evening please park on the playground and enter the school via the Link Doors. The Hall is just through the doors on the left. Children are welcome to wait in the hall but must not be left unattended on the playground or anywhere in school.

Date: 06/02/2014 Time: 15:40 - 18:30

Spring Term Parents' Evening 2

Please select one appointment on either 4th or 12th February. On the evening please park on the playground and enter the school via the Link Doors. The Hall is just through the doors on the left. Children are welcome to wait in the hall but must not be left unattended on the playground or anywhere in school.

Date: 12/02/2014 Time: 15:40 - 19:30

Contact Details

Please follow the on screen instructions to book appointments. Should you have any difficulties, please contact:

Julianne Taylor
0118 9785219
St Pauls C of E Junior School
Oxford Road
Wokingham
Berkshire
RG41 2YJ

Child's Details

Finn Tunnicliffe
Year: Year 4
Registration Class: 4E

Changing an Appointment: Select 'Manage Appointments' if you need to change your booking at a later date

3.1 Select which evening you would like to book your appointment

Step 4

Parents Evening System - St Paul's C of E Junior School - Windows Internet Explorer

https://stpaulscofejuniorschool.parentseveningsystem.co.uk/user/chooseteachers?eveningID=731

File Edit View Favorites Tools Help

St Paul's CE Junior School * Parents Evening System - ... X

St Paul's C of E Junior School

Send Feedback Logout

Home Appointments

Step 2 of 3: Choose Teachers

First select the department the teacher is in, then select the teacher from the list of teachers within the department. If you don't wish to see a particular teacher, click the red cross to remove them.

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary.

Year 3 3 B

Continue to Book Appointments

4.1 Check your Child's class name and if correct select 'Continue to Book Appointments'

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Done Internet 85%

Step 5

Parents Evening System - St Paul's C of E Junior School - Windows Internet Explorer

https://stpaulscofejuniorschool.parentseveningsystem.co.uk/user/makeappointments.asp

File Edit View Favorites Tools Help

St Paul's CE Junior School * Parents Evening System - ... X

St Paul's C of E Junior School

Send Feedback Logout

Home Appointments

Step 3 of 3: Make Appointments

3 B
Year 3
No Appointment

15:45	Book
15:50	Book
15:55	Book
16:00	Book
16:05	Book
16:10	Book
16:15	Book
16:20	Book
16:25	Book
16:30	Unavailable
16:35	Unavailable
16:40	Book
16:45	Book
16:50	Book
16:55	Book

5.1 Choose which appointment time you would like to book and select 'Book' in that slot. In this example I want to book 15:50

Internet 100%

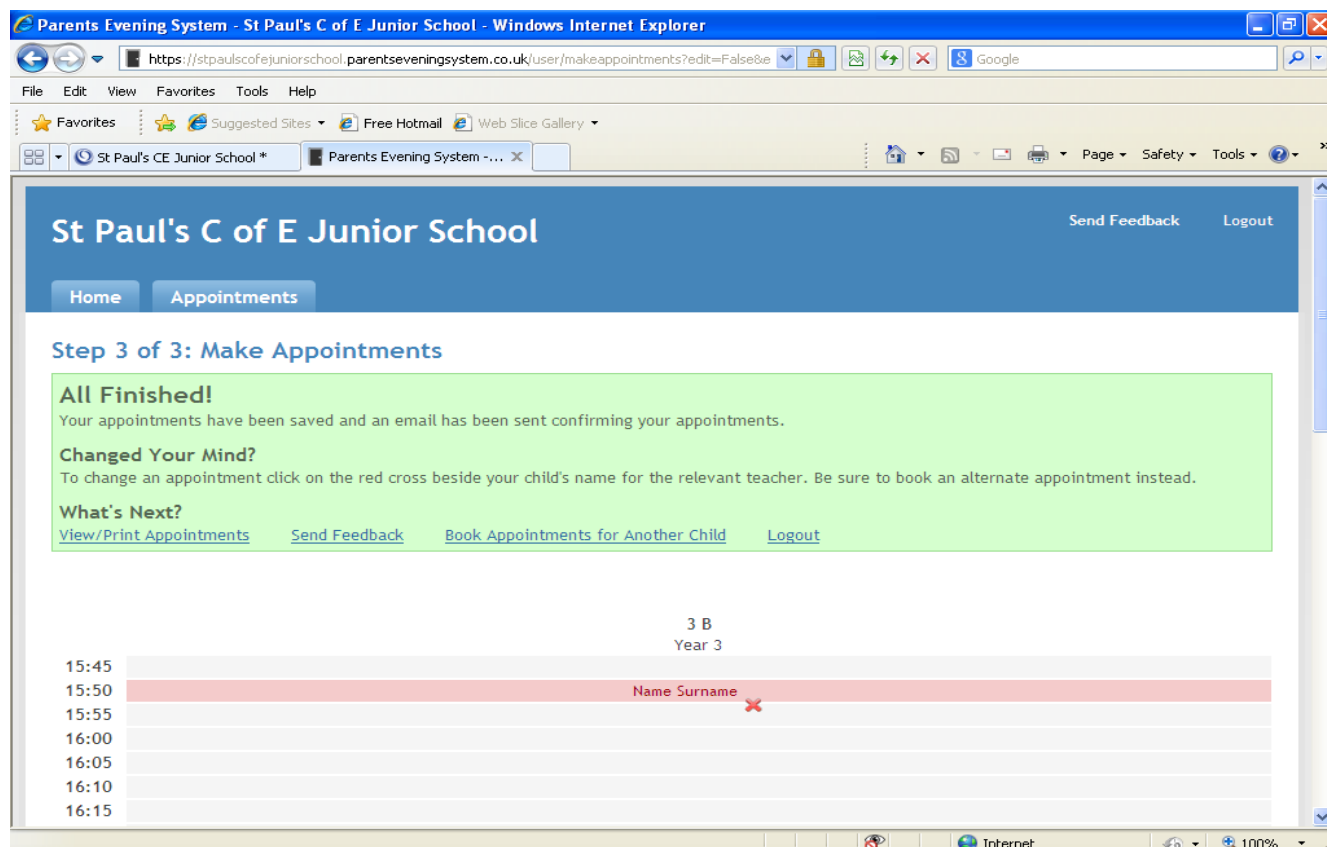
Step 6 - Confirmation

Your appointment is now booked. When you book your appointment others may have already booked slots. You will not be able to see who has an appointment when. This will just show up as unavailable. Other parents will also not be able to see when you have booked an appointment.

From this point you can print your appointment or if you have another child in the school you can select 'Book Appointments for Another Child'. This will take you back to the start and you need to repeat the process again for this child.

If you have finished booking appointments, select Logout.

If you have included an email on the first page, you will be sent email confirmation of this appointment.



If for any reason you have to cancel or change an appointment you can do this either by selecting the link that will have been included in your confirmation email or logging on using the same details as before and select the 'Manage Appointments' link pictured in Step 3.

You will then be taken to a window very similar to Step 4

