## **Step 1** Log on to: <u>https://stpaulscofejuniorschool.parentseveningsystem.co.uk/</u>

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

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	St Paul's C of E Jun	ior School	
	Parents' Evening Syste	em	
	Welcome to the St Paul's C of E Junior School pa	arents' evening booking system. Appointments can be	
	amended via a link from the email confirmation	n - please ensure your email address is correct.	
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Step 3			
Step 5			

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Click on ar	n event below to make appointments or browse to <u>Manage Appointme</u> <b>Spring Term Parents' Evening 1</b> Please select one appointment on either 6th or 12th February. On the evening please park on the playgroundand 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	Continue 3.1 Select which a	Contact Details Please follow the on screen instructions to book appointents. Should you have any difficulties, please contact: Julieanne Taylor 0118 9785219 St Pauls C of E Junior School Oxford Road Wokingham Berkshire RG41 2YJ
22	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 hallbut must not be left unattended on the playground or anywhere in school.	you would like to your appointm Continue	book Child's Details
	Date: 12/02/2014 Time: 15:40 - 19:30		

## Step 4

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St Paul's C of E Junior School Home Appointments	s	iend Feedback Logout		
Step 2 of 3: Choose Teachers				
	eachers within the department. If you don't wish to see a particular teacher, click the red cross to remo	ove them.		
Vear 3     S B     Continue to Book Appointments	e-populated. Please check these are correct and make any changes if necessary. 4.1 Check your Child's class name and if correct select 'Continue to Book Appointments'			
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# Step 5

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#### 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.

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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

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click the red cross to remove them.	38		
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