

Parent Guide for Booking Appointments



Website: <http://kelvinhall.parentseveningsystem.co.uk>

Step 1

Kelvin Hall

Parents' Evening System

Welcome to the Kelvin Hall parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.

Parent Login Code Student DoB (dd/mm/yyyy)

Email Address Confirm Email Address

[Administrator Login](#)
[Teacher Login](#)

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Login:

Enter your personalised parent login code, along with your child's date of birth and a valid email address.

If you do not have a valid email address, please create one or contact our administration team for support.

Step 2

Year 7D Parents Evening Thurs 21st April 2016

This parents' evening is for parents of pupils in Year 7 (D POPULATION ONLY). Parking is available in the main school car park.

Date: 21/04/2016 Time: 16:30 - 18:30

Continue

Select a Parents Evening:

Select the parents evening for which you would like to make a booking by clicking the green tick.

Only parents evenings linked to your child will appear.

Step 3

Choose Teachers for Year 7D Parents Evening Thurs 21st April 2016

William's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the tick

- Mrs S Brodie - Drama
- Miss G Camell - History
- Miss G Camell - Culture & Ethics
- Mr R Eskrett - English
- Mr R Grantham - Music
- Mr B Kirby - Maths
- Miss K Mooney - Geography
- Mr S Roberts - Science
- Mrs L Robins - Art
- Mrs A Segrott - French
- Mr S Thompson - PE

Select Teachers to make appointments with:

All teachers are selected for you to book an appointment with. If you do not wish to see a teacher, deselect them by clicking the tick next to their name.

Click 'continue' to book appointments.

Step 4

Make Appointments

Year 7D Parents Evening Thurs 21st April 2016 (21/04/2016). Please note there in good time.

	Mrs L Robins Art (5T2)	Mrs S Brodie Drama (G-44)	Mr R Eskrett English (2-17)	Mrs A Segrott French (G-20)
16:30	Book	Book	Book	Book
16:35	Book	Book	Book	Book
16:40	Book	Book	Book	Book
16:45	Book	Book	Book	Book
16:50	Book	Book	Book	Book
16:55	Book	Book	Book	Book
17:00	Book	Book	Book	Book
17:05	Book	Book	Book	Book
17:10	Book	Book	Book	Book
17:15	Book	Book	Book	Book
17:20	Book	Book	Book	Book
17:25	Book	Book	Book	Book
17:30	Book	Book	Book	Book
17:35	Book	Book	Book	Book
17:40	Book	Book	Book	Book
17:45	Book	Book	Book	Book
17:50	Book	Book	Book	Book
17:55	Book	Book	Book	Book
18:00	Book	Book	Book	Book

Selecting and saving appointments:

Click 'book' to make an appointment with each teacher you wish to see at your chosen times.

Once you have made all appointments, click into the yellow box which will appear. This will show you your chosen appointments and allow you to send an email to confirm appointments made.

You can edit/delete appointments by logging back in at any time.