# Parents' Guide for Booking Appointments https://bishopluffa.parentseveningsystem.co.uk

Welcome to Appointme	the Bishop Luffa of the Bishop Luffa nts can be amende ess is correct.	School parents	evening bookin	g system. firmation - please (	ensure your
Your D	etails				
Title	First Name		Surname		
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Child's First Nam	Details ne	Surname		DoB (dd/mm/	yyyy)
V Login	& Continue				



In the address bar of your browser put the address: https://bishopluffa.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 at the address you provide.

Please use your child's recorded forename that matches our records.

Date of birth – eg: 26/11/2000

# **Step 2: Select Parents' Evening**

Click the green tick to select the parents' evening you want to make appointments for.

	Bishop Luffa School									
Home	Bookings	Evening	s & Events	Parents	Teachers					
Add Booki	ing Manage	e Bookings	Appointme	nt Sheets	Print Appointm	nent				

# Choose Teachers for Year 10 Parents' Consultation Ev

Lily's teachers are listed below. If you don't wish to see a teacher, deselect them other teachers you wish to see for Lily by clicking on the *Add a new teacher* but

🗹 Miss R Amans - Geography
Miss M Burton - History
🗹 Mrs K Christie - French
✓ Mr S Collins - English
Ms L Crocombe - Science
🗹 Mr R Goldsmith - WILSON
🗹 Mr J Hood - Maths
🗹 Mrs C McMahon - Food Tech
🗹 Miss L Richards - Religious
Add a new teacher
Continue to Book Appointments Cancel

# Step 3: Choose Teachers

Your children'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.

Click on the Continue button to proceed.

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1	Disnop Lu	na school							
1000									
Home	Bookings	ivenings & Events	Parents	Teachers Sti	idents Report	<u>15</u>			
Add Book	Manage Boo	kings Appoint	ment Sheets Pr	int Appointments	Parent Attendan	ce Waiting List			
ake	Appointme	ents							
	and the second second		(2015)						
	Parents' Consultation PARENT NAME	on Evening (26/11	/2015).						
rents ar	re allowed 5 appoint		ou can book more	on their behalf. Pl	ease note there is	a minimum time bet	ween appointment	ts of 5 mins. This	is to ensure parent
rive at t	their next appointm	ient in good time.							
	Miss L Richards Religious (7)	Mrs C McMahon Food Tech (HE1)	Miss R Amans Geography (29)	Miss M Burton History (33)	Mrs K Christie French (4)	Mr R Goldsmith V/ILSON (HE2)	Mr S Collins English (12)	Mr J Hood Maths	Ms L Crocombe Science
16:15	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:05	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:10	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:15	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:20	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:25	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:30	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:35	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:40	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:45	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:50	Book	Book	Book	Book	Book	Book	Book	Book	Book
17:55	Book	Book	Book	Brack	Book	Book	Book	Book	Book
18:00	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:05	Book	Book	Book	Book	Book	Book	Book	Book	Book
	Book	Book	Book	Book	Book	Book	Book	Book	Book
18:10			Book	Book	Book	Book	Book	Book	Book
	Book Book	Book Book	Book	Book	Book	Book		Book	Book

### **Step 4: Book Appointments**

Click 'Book' to make your appointment with the teacher for the time you wish.

A five minute break between appointments will automatically be added.

Repeat this for all the teachers you wish to see.

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	e Appointn								
	Parents' Consulta PARENT NAME	tion Evening (26/	11/2015).						
Parents	are allowed 5 appr	ointments, however	r you can book more	on their behalf. Pl	lease note there is a	minimum time be	ween appointments	of 5 mins. This is	to ensure parents
intive a	t their next appoin	tment in good time	2.						
Finish	ed Adding Appoir	itments?							
You can	book 5 more appoints	ments. The parent will	I receive an automatic	email confirmation a	few minutes after the	last change to their se	hedule.		
	s Next?								
Add Are	cointments for anothe	r Student/Parent	Home						
	Miss L Richards	Mrs C McMahon	Miss R Amans	Miss M Burton	Mrs K Christie	Mr R Goldsmith	Mr S Collins	Mr J Hood	
	Religious (7)	Mrs C McMahon Food Tech (HE1)	Miss R Amans Geography (29)	History (33)	Mrs K Christie French (4)	WILSON (HE2)	Mr S Collins English (12)	Maths	Science
	Religious (7) Book			History (33) Book		WILSON (HE2) Book		Maths Book	Science Book
5:15 5:20	Religious (7) Book Book			History (33) Book Book		VILSON (HEZ) Book Book		Maths Book Book	Science Book Book
6:20 5:25	Religious (7) Book			History (33) Book		WILSON (HE2) Book		Maths Book	Science Book
5:20 5:25 5:30	Religious (7) Book Book	Food Tech (HE1)		History (33) Book Book		VILSON (HEZ) Book Book		Maths Book Book	Science Book Book
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5:20 5:25 5:30 5:35 5:40 5:45 5:50 5:55	Religious (7) Book Book	Food Tech (HE1)	Geography (29)	History (33) Book Book		VILSON (HEZ) Book Book		Maths Book Book	Science Book Book
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5:20 5:25 5:30 5:35 5:40 5:45 5:50 5:55 7:00 7:05 7:10	Religious (7) Book Book	Food Tech (HE1)	Geography (29)	History (33) Book Book		VILSON (HEZ) Book Book	English (12)	Maths Book Book	Science Book Book
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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.

#### All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

#### Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure What's Next?

<u>Logout</u>

View/Print Appointments Send Feedback

#### Home Appointments

💰 Print Appointments		Your Appointments	
Select Evening	16:00		
	16:05		Parents' Evenir
Parents' Evening	16:10		
24/01/2013	16:15		This parents' evening is
	16:20	Mr A Pinkney - Geography (H5)	the school via the main (
	16:25		for the Main Hall where i
	16:30	Mr J Atkinson - English (E5)	Parking is available in th
	16:35		Date: 24/01/2013 T
	16:40	Mr A Gray - French (L2)	bate. 24/01/2015
	16:45		
	16:50	Mr K Jacobs - History (H6)	
	16:55		
	17:00	Mrs L Vernon - Mathematics (M4)	/ Add/Edit/Delete
	17:05		-
	17:10		
	17:15		
	17:20		
	17:25		

# Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening.

# **Viewing/Editing/Printing Appointments**

There is a link at the bottom of the confirmation email which logs you back into the system. This will allow you to view and print your appointments online by clicking the "Appointments" tab.

Hard copies of your appointment sheets will be available on the evening.

You can change your appointments by clicking on "Add/Edit/Delete Appointments".