

Parents' Guide for Booking Appointments

<https://bishopluffa.parentseveningsystem.co.uk>

Bishop Luffa School

Parents' Evening System

Welcome to the Bishop Luffa 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 Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

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

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

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

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 Evenings & Events Parents Teachers

Add Booking Manage Bookings Appointment Sheets Print Appointment

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

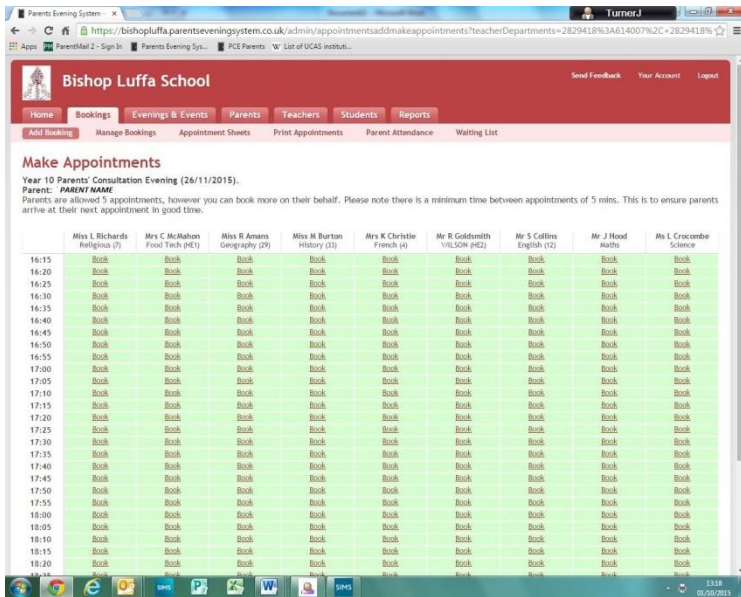
- Miss R Amans - Geography
- Miss M Burton - History
- Mrs K Christie - French
- Mr S Collins - English
- Ms L Crocombe - Science
- Mr R Goldsmith - WILSON
- Mr J Hood - Maths
- Mrs C McMahon - Food Tech
- Miss L Richards - Religious

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.

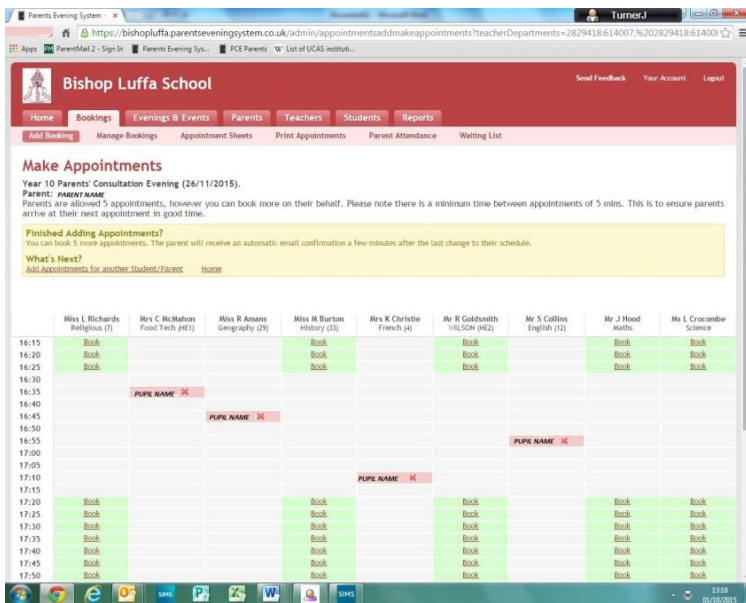
Click on the Continue button to proceed.



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.



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?
[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

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".

