

Booking an Appointment

Bookings can be made online using a computer, tablet or smartphone here <https://queenannehigh.parentseveningsystem.co.uk/>

Bookings can only be made by the main contact.

When you go to this website, you will see a screen like this:

The screenshot shows a web page for Queen Anne High School's Parents' and Carers' Evening Appointment Booking System. The page has a blue header with the school's name. Below the header, there is a title and a welcome message. The main content area is divided into two sections: 'Your Details' and 'Student's Details'. Each section contains several input fields for personal information. At the bottom of the 'Your Details' section is a green 'Log In' button. Below the main content area, there are links for 'Teacher Login' and 'Administrator Login', and a logo for the 'Parents Evening System'.

Queen Anne High School

Parents' and Carers' Evening Appointment Booking System

Welcome to the Queen Anne High 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 Confirm Email

Student's Details

First Name Surname Date of Birth

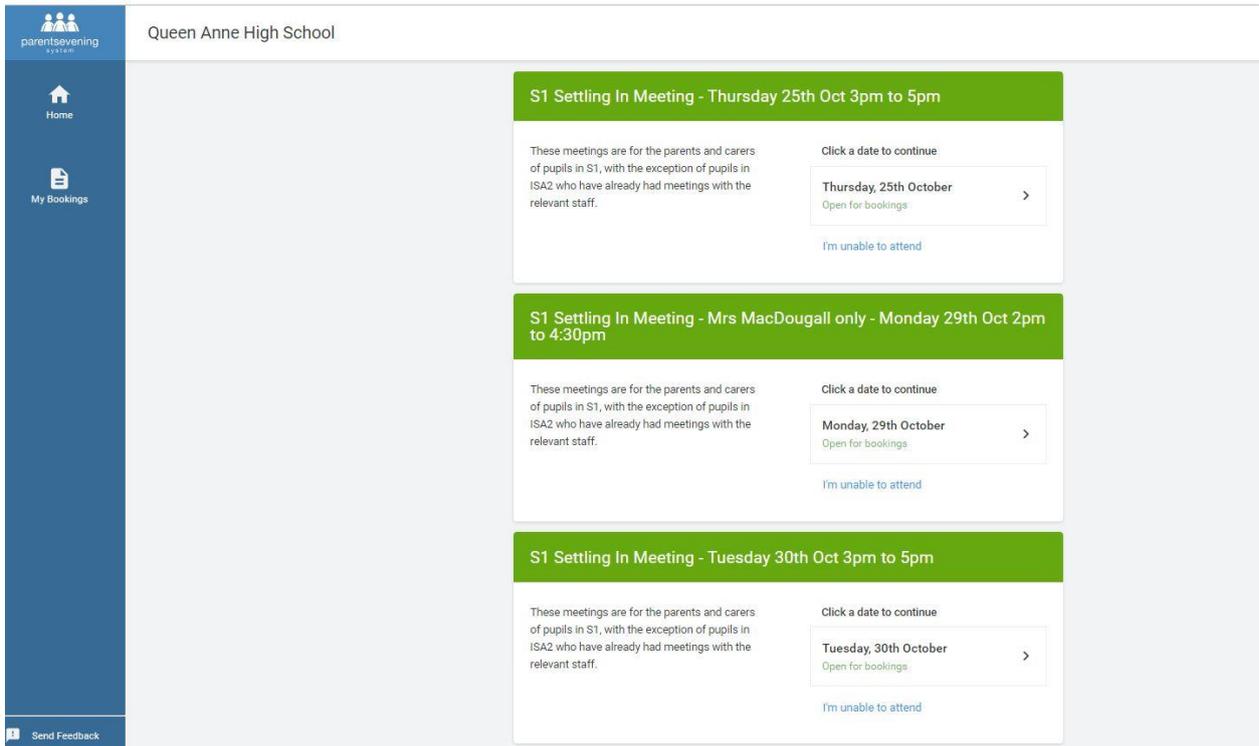
[Teacher Login](#) [Administrator Login](#)

Parents Evening System

The details need to match those provided to the school on the SEEMiS data capture form.

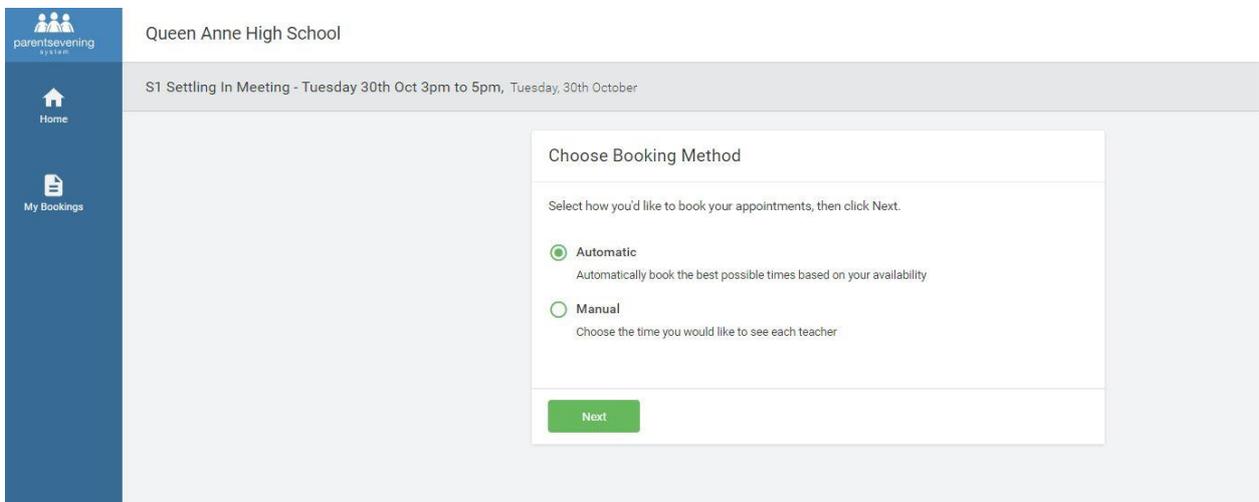
Once you have entered the details, click the green Log In button. You will see a screen like the one below. (We have only shown three of the five meetings.)

There are five meetings, but you should only make one appointment. Not every guidance teacher will be available at every meeting.



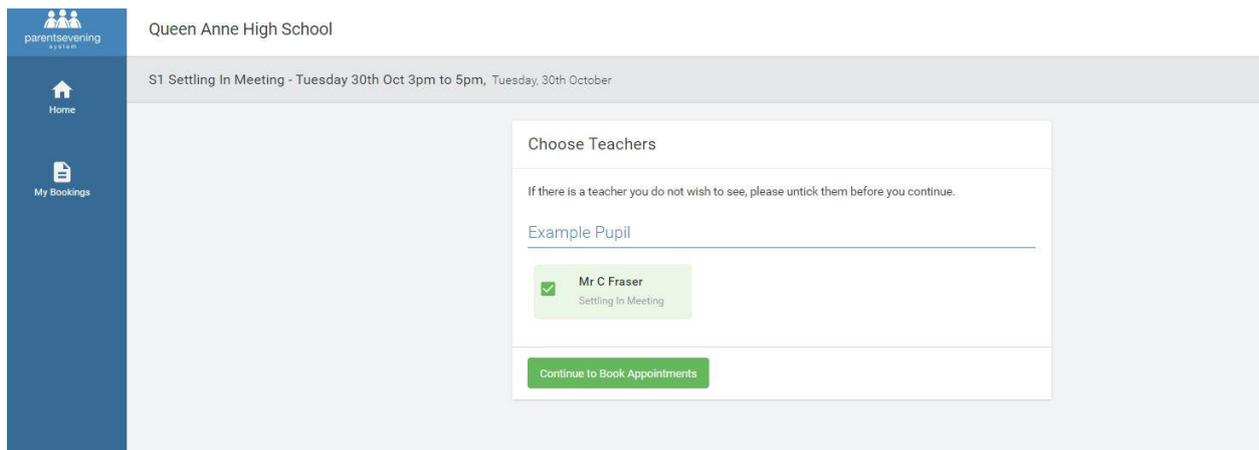
To make a booking for a specific meeting, click on the > symbol to the right of the date of the meeting.

You will see a screen similar to this:



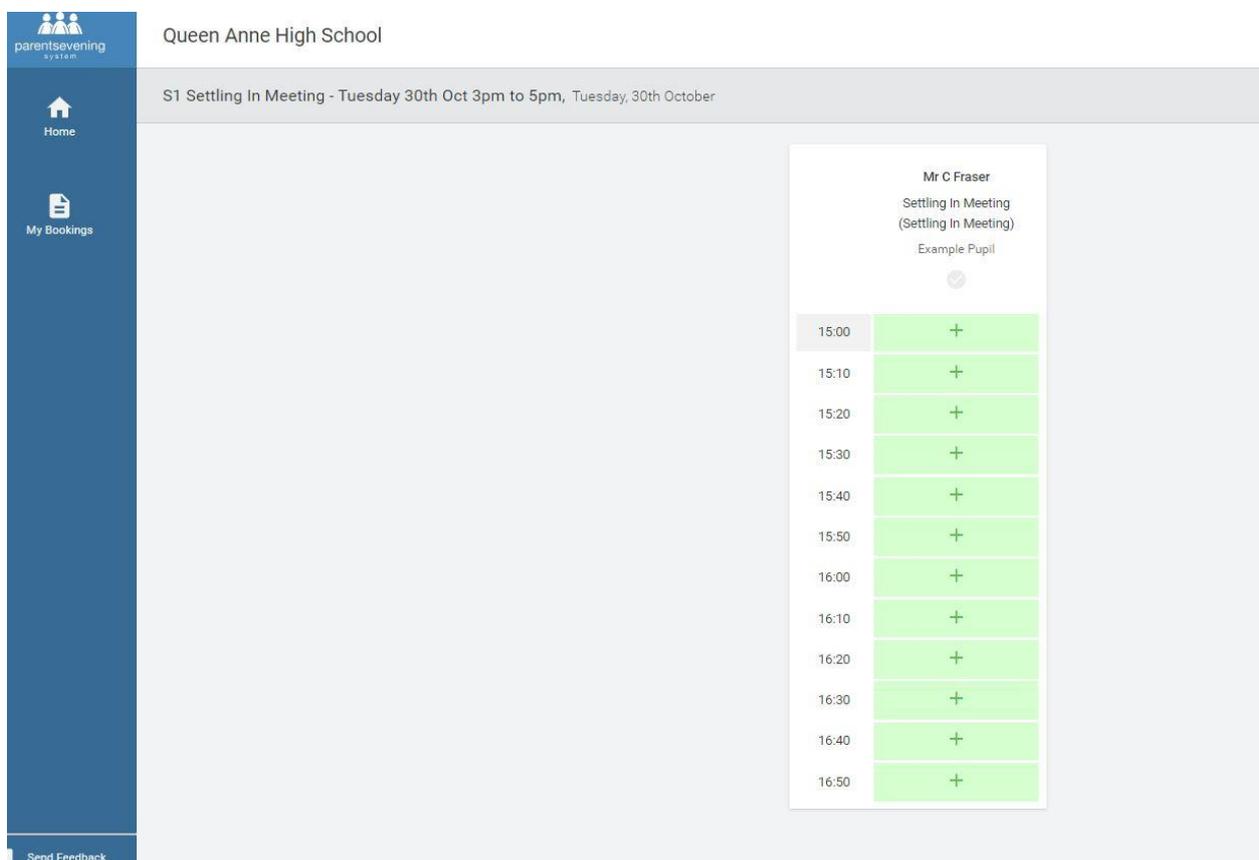
Click the **Manual** option then click the green **Next** button.

This will take you to a screen where you are asked to choose teachers. You will only be able to see one teacher because your child only has one guidance teacher. (Later this session, you will have the chance to meet with more of your child's teachers, at which point you will see more teachers to choose from.)



Click the green Continue to Book Appointments button.

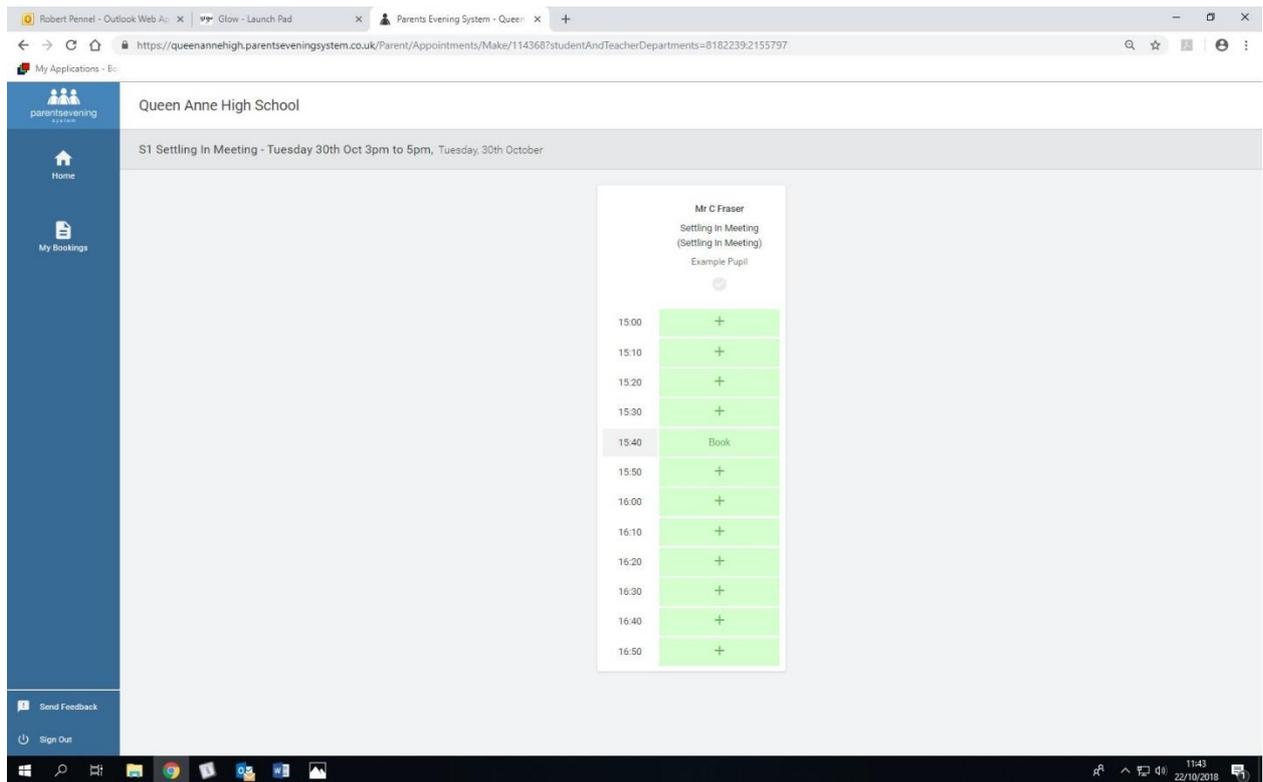
You will see a screen similar to the one below.



This shows (in green) the start times available. Timeslots in red mean that the teacher is not available at that time.

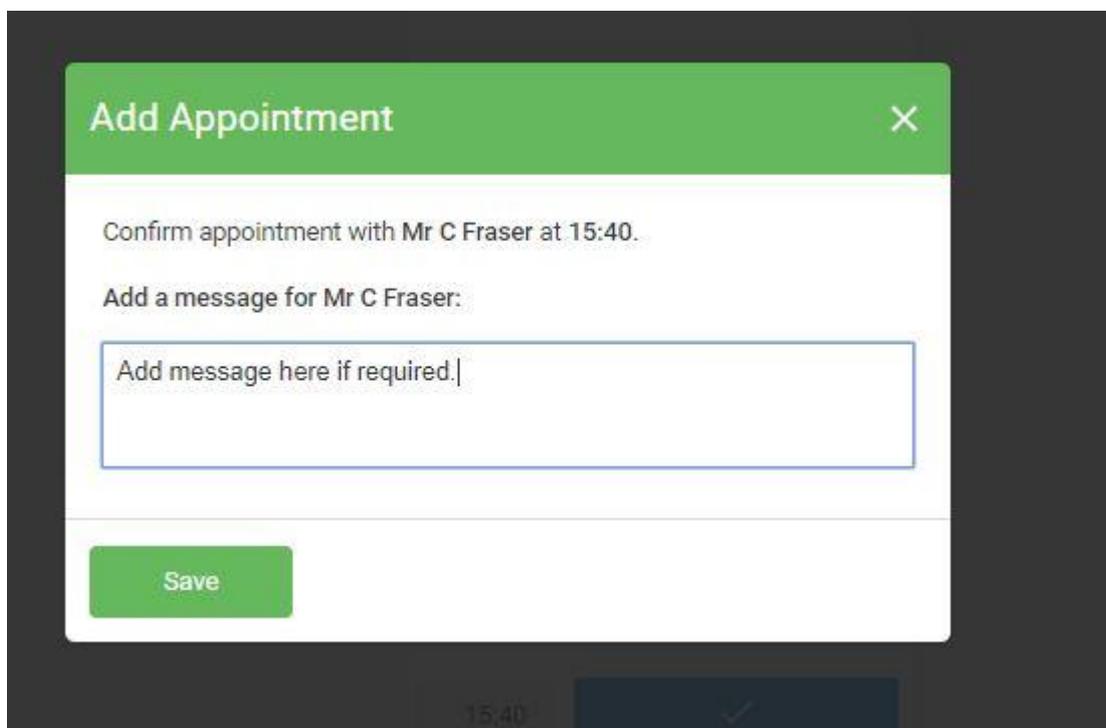
Each meeting should last no longer than ten minutes.

To choose a start time, click in the green box beside the start time. In the example below, a start time of 15:40 has been selected.



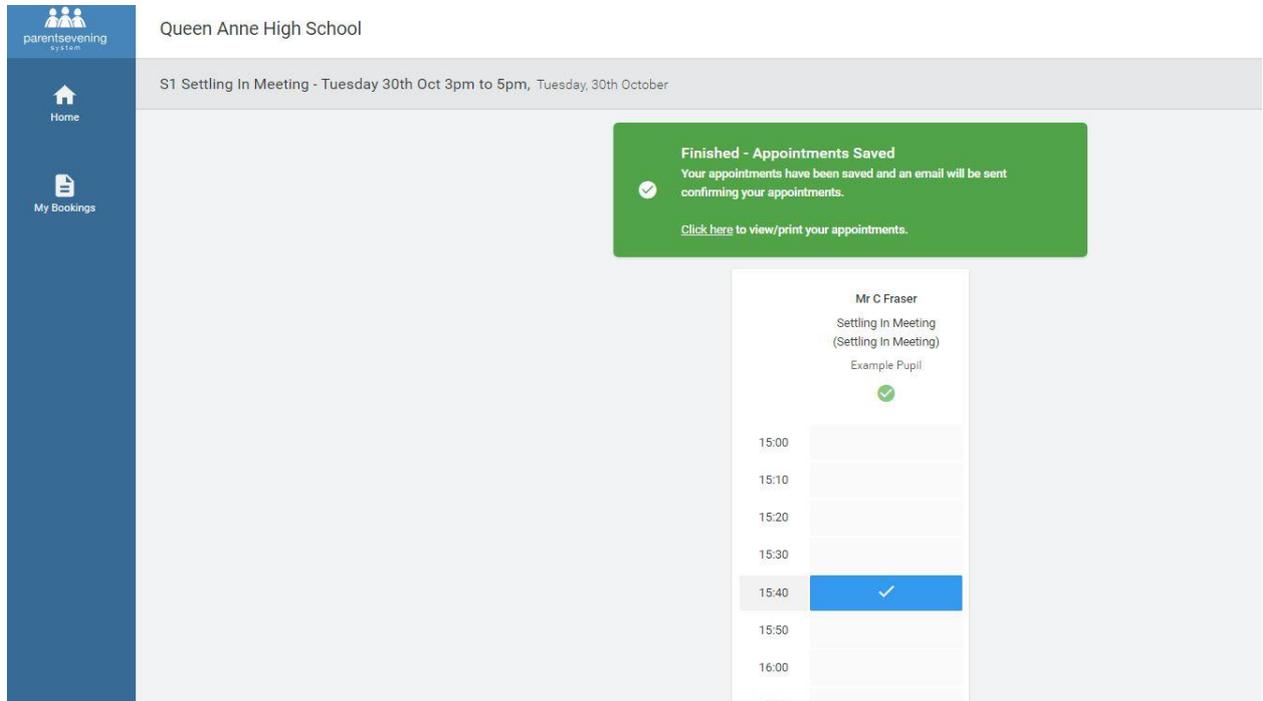
To make book the appointment, click the green box (which will have the word “Book” in it).

There is an option to add a brief comment before you confirm the booking. You do not have to use it, but if you’d like to tell the guidance teacher what you’d specifically like to talk about at the meeting you can use the comment box.



To confirm the appointment, click the green **Save** button. If you've changed your mind, close the dialogue box by clicking on the cross in the top right corner of the dialogue box.

You will see a screen similar to this once it has saved.



Once you have saved the appointment, you will receive an email to confirm this. (It can take several minutes for the system to send this email.) You can now sign out of the system by clicking on the **Sign Out** button in the bottom left of your screen.

If you realise that you cannot make the appointment or want to change it to a different time, log back into the system.

You will see a screen showing the meetings. Click on the one that has the appointment you made earlier. (You will see that it says, "You have 1 appointment")



This will show a screen similar to this:

S1 Settling In Meeting - Thursday 25th Oct 3pm to 5pm **Thursday, 25th October**
1 appointment from 15:00 to 15:10

 Print  Amend Bookings  Subscribe to Calendar

These meetings are for the parents and carers of pupils in S1, with the exception of pupils in ISA2 who have already had meetings with the relevant staff.

	Teacher	Student	Subject
15:00	Mr C Fraser	Example Pupil	Settling In Meeting

Click on **Amend Bookings**. This will take you to a screen like the one below.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Example Pupil

<input checked="" type="checkbox"/>	Mr C Fraser Settling In Meeting
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[Continue to Book Appointments](#)

Click on the green **Continue to Book Appointments** button.

You will see a screen like this:

Finished - Appointments Saved



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

[Click here to view/print your appointments.](#)

Mr C Fraser

Settling In Meeting
(Settling In Meeting)

Example Pupil



15:00



15:10

15:20

15:30

15:40

15:50

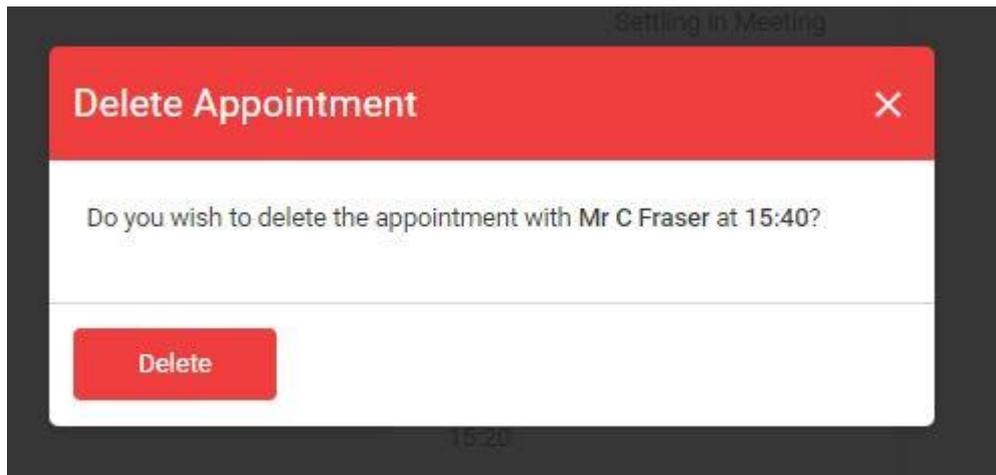
16:00

16:10

When you move the pointer over the white tick on the blue background it will change to “Delete” on a red background.

Click on the red **Delete** button.

You will see a confirmation dialogue box similar to the one below.



Click the red Delete button to confirm that you wish to delete the appointment.

You can now choose an alternative appointment (if you wish) at a different time on the same day or on a different date.

Please contact your child's guidance teacher if you are unable to make a booking and wish to do so.