



Parents' Guide for Booking Appointments

Browse to <https://manorprimaryschool.parentseveningsystem.co.uk/>

NEW Online Appointment Booking

Simply login with the following information:

Student's First Name:

Student's Surname:

Date of Birth:

Step 1: Login

Please fill out the details on the page then click the **Log In** button.
A confirmation of your appointments will be sent to the email address you provide.

For parents with more than one child at Manor Primary School choose any child and submit their details to access the booking system.

Please use your child's preferred forename.

Primary School Parents' Evening

This parents' evening is an opportunity to meet your child's teacher. Please enter the school via the main entrance and sign in at reception.

Click a date to continue:

Thursday, 16th March
Open for bookings

Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Choose Teachers
If you don't wish to see any teacher below, deselect them before clicking the button to continue.

Ben

☒ Mr J Brown
SENCO

☒ Mrs A Wheeler
Class 11A

Andrew

☒ Miss B Patel
Class 10E

[Continue to Book Appointments](#)

Step 3: Choose Teachers

Select the teachers you'd like to book appointments with. A green tick indicates they're selected. To de-select, click on their name.

To add appointments for another child, press the *Add Another Child* button at the bottom and then repeat this step.

| | Mr J Brown SENCO (A2) Ben | Miss B Patel Class 10E (H5) Andrew | Mrs A Wheeler Class 11A (L1) Ben |
|-------|-------------------------------------|--|--|
| 16:30 | | <input checked="" type="checkbox"/> | |
| 16:40 | | | |
| 16:50 | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| 17:00 | | | <input checked="" type="checkbox"/> |

Step 4: Book Appointments

Click any of the **green cells** to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

Once you're finished booking all appointments, at the top of the page in the alert box, press **click here** to finish the booking process.

My Bookings

| Time | Teacher | Room | Subject | Notes |
|-------|------------|------|---------|-------|
| 16:30 | Mr J Brown | 10A | Maths | |
| 16:40 | Mr J Brown | 10A | Maths | |
| 16:50 | Mr J Brown | 10A | Maths | |
| 17:00 | Mr J Brown | 10A | Maths | |
| 17:10 | Mr J Brown | 10A | Maths | |
| 17:20 | Mr J Brown | 10A | Maths | |
| 17:30 | Mr J Brown | 10A | Maths | |

Step 5: Finished

You're now on the **My Bookings** page and all your bookings are below.

An email confirmation has been sent and you can also print appointments from this page by pressing *Print*.

To change your appointments, click on *Amend Bookings*.

Appointments can only be amended prior to the cut-off.