



Dereham Neatherd High School

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neatherd.org

Friday 16th December 2022

Dear Parent / Carer ,

Year 10 Parents' Evening on Wednesday 11th January - Online Appointment Booking

I would like to invite you to attend our Parents' Evening on Wednesday 11th January 2023. The consultations will take place **in person** at Dereham Neatherd High School between 4pm and 7pm and appointments last for five minutes. **We expect all students to attend and to wear school uniform.**

The school uses an online appointment booking system. This allows you to choose your own appointment times with teachers and you will receive an email confirming your appointments.

Appointments can be made from 7pm on Wednesday 4th January and will close at 23:55 PM on Tuesday 10th January. Should you wish to make any changes after this date please contact the school office. Once the system closes you will not be able to view your appointments; so please retain your email confirmation or print them off.

Please visit <https://neatherd.parenteveningsystem.co.uk> to book your appointments. (Please see overleaf for a short guide on how to add appointments)

Login with the following information:

Student's First Name, Student's Surname and their Date of Birth

A couple of "FAQs":

"My/our child's details aren't working so I can't log in"

Please make sure you are using the full, legal name (as we would have on our school records), and the correct date of birth (e.g. check the form is dd-mm-yyyy not mm-dd-yyyy). They need to exactly match what we have on our system.

"Not all of the teachers are available"

There are a number of reasons for this. It could be all the available slots for some teachers are already taken, or that teacher is unable to attend. It is also possible that two or more teachers teach the same class, and it's a different teacher representing that class for parents evening than the one you were expecting.

If you do not have access to the internet, please contact the Student Development team who will be happy to add appointments on your behalf.

The appointments will take place in the Canteen and the Sports Hall, access to the Sports Hall is via the girls' changing rooms; if you require any assistance with access of any nature then please make the school aware.

Yours sincerely,

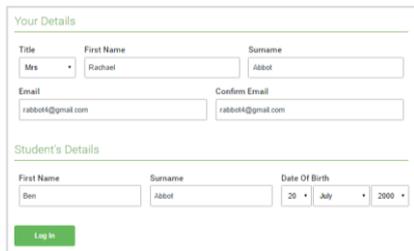
Miss S Manning
Assistant Headteacher



Neatherd High School is part of **enrich learning**
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Company number 07725111

Parents' Guide for Booking Appointments

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



Your Details

Title: Mrs, First Name: Rachael, Surname: Abbot

Email: rabbot4@gmail.com, Confirm Email: rabbot4@gmail.com

Student's Details

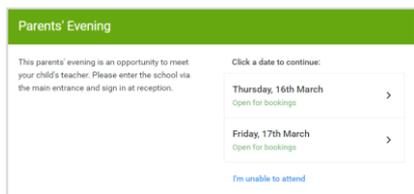
First Name: Ben, Surname: Abbot, Date Of Birth: 20 July 2009

Log In

Step 1: Login

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.



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:

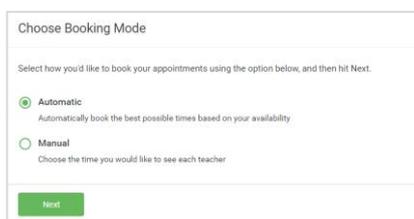
- Thursday, 16th March
Open for bookings
- Friday, 17th March
Open for bookings

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.



Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

Automatic
Automatically book the best possible times based on your availability

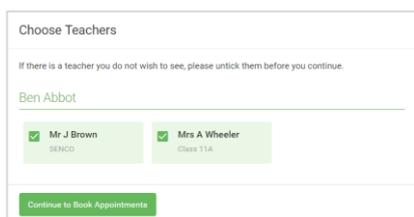
Manual
Choose the time you would like to see each teacher

Next

Step 3: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.



Choose Teachers

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

Ben Abbot

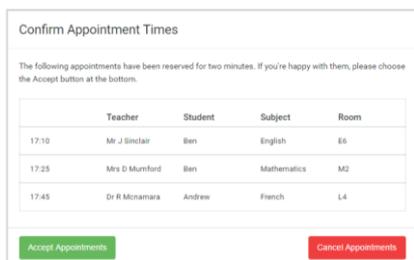
- Mr J Brown (SENCO)
- Mrs A Wheeler (Class 11A)

Continue to Book Appointments

Step 4: Choose Teachers

If you chose the automatic booking mode, drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

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



Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room
17:10 Mr J Sinclair	Ben	English	E6
17:25 Mrs D Mumford	Ben	Mathematics	M2
17:45 Dr R Minamara	Andrew	French	L4

Accept Appointments Cancel Appointments

Step 5a (Automatic): Book Appointments

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose *Accept* at the bottom left.

If it wasn't possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode (Step 5b).



	Mr J Brown (SENCO (A2)) Ben	Miss B Patel (Class 10E (H3)) Andrew	Mrs A Wheeler (Class 11A (L1)) Ben
16:30		✓	
16:40			
16:50	+		+
17:00			+

Step 5b (Manual): 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

View 11 bookings

This parent's evening has been booked on the main entrance and follow the sign for the main hall where the evening is being held. Booking is available in the main school car park.

Teacher	Student	Subject	Room
16:30 Mr J Brown	Ben	English	E6
16:40 Mrs A Wheeler	Ben	Mathematics	M2
16:50 Mrs A Wheeler	Ben	Mathematics	M2
17:00 Mrs A Wheeler	Ben	Mathematics	M2
17:10 Mrs A Wheeler	Ben	Mathematics	M2
17:25 Mrs A Wheeler	Ben	Mathematics	M2
17:45 Mrs A Wheeler	Ben	Mathematics	M2

Step 6: 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*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

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