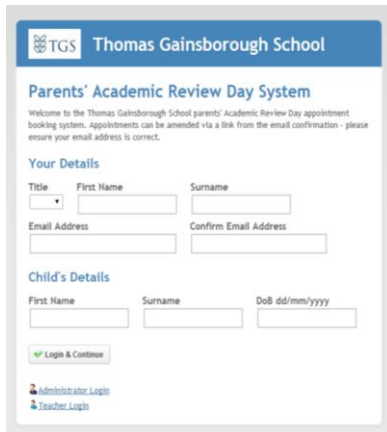


PARENTS' GUIDE FOR BOOKING APPOINTMENTS

Browse to **www.tgschool.parentseveningsystem.co.uk**



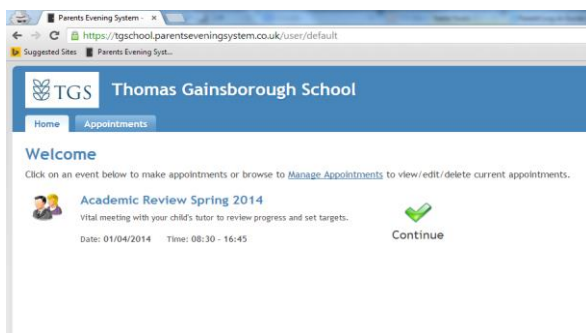
The screenshot shows the login page for the Thomas Gainsborough School Parents' Academic Review Day System. It includes a header with the school's name and logo. Below the header, there is a section titled 'Your Details' with fields for Title, First Name, Surname, Email Address, and Confirm Email Address. There is also a section titled 'Child's Details' with fields for First Name, Surname, and Date of Birth (dd/mm/yyyy). At the bottom, there are links for 'Login & Continue', 'Administrator Login', and 'Teacher Login'.

Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

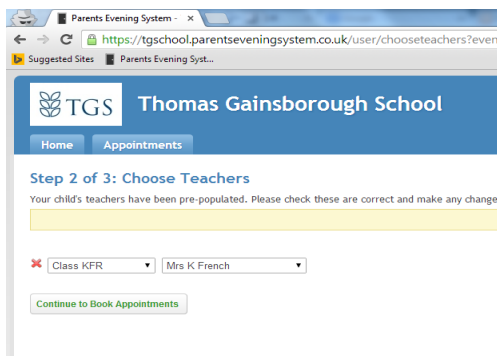
Date of birth – eg: 26/11/2005



The screenshot shows the 'Welcome' page of the Thomas Gainsborough School Parents' Academic Review Day System. It includes a header with the school's name and logo. Below the header, there is a section titled 'Welcome' with a message: 'Click on an event below to make appointments or browse to Manage Appointments to view/edit/delete current appointments.' There is a link to 'Manage Appointments'. Below this, there is a section titled 'Academic Review Spring 2014' with a description: 'Vital meeting with your child's tutor to review progress and set targets.' It also shows the date '01/04/2014' and time '08:30 - 16:45'. At the bottom, there is a 'Continue' button.

Step 2: Select Academic Review Day

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



The screenshot shows the 'Choose Teachers' page of the Thomas Gainsborough School Parents' Academic Review Day System. It includes a header with the school's name and logo. Below the header, there is a section titled 'Step 2 of 3: Choose Teachers' with a message: 'Your child's teachers have been pre-populated. Please check these are correct and make any changes.' There is a dropdown menu for 'Class KFR' and a dropdown menu for 'Mrs K French'. At the bottom, there is a 'Continue to Book Appointments' button.

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Click on the Continue button to proceed.

	Dr J Lebon Class 8E L7 No Appointment
16:00	Book
16:05	Book
16:10	Book
16:15	Busy
16:20	Book
16:25	Book
16:30	Busy
16:35	Book
16:40	Book

Step 4: Book Appointments

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

After you have finished booking all your appointment, click on "click here" in the yellow box at the top of the page to send the confirmation email.

	No Appointment
16:00	Book
16:05	Book
16:10	Book

Confirm & Add Message

Optionally add a message for **Dr J Lebon** (Class 8E) for your appointment at **16:10**:

I would like to discuss how Sarah can improve on her recent test results.

67 characters left

[Add Appointment](#)
[Cancel](#)

17:10	Book
-------	----------------------

Step 5: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** enter a short note to the teacher to help structure the appointment.

After you have finished making 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](#)
[Book Appointments for Another Child](#)
[Logout](#)

Step 6: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

To book appointments for another child, please click the link to complete this process again.

Home	Appointments																																				
Print Appointments Select Evening Parents' Evening 24/01/2013	Your Appointments <table> <tr><td>16:00</td><td></td></tr> <tr><td>16:05</td><td></td></tr> <tr><td>16:10</td><td></td></tr> <tr><td>16:15</td><td></td></tr> <tr><td>16:20</td><td>Mr A Pinkey - Geography (H5)</td></tr> <tr><td>16:25</td><td></td></tr> <tr><td>16:30</td><td>Mr J Atkinson - English (E5)</td></tr> <tr><td>16:35</td><td></td></tr> <tr><td>16:40</td><td>Mr A Gray - French (L2)</td></tr> <tr><td>16:45</td><td></td></tr> <tr><td>16:50</td><td>Mr K Jacobs - History (H6)</td></tr> <tr><td>16:55</td><td></td></tr> <tr><td>17:00</td><td>Mrs L Vernon - Mathematics (M4)</td></tr> <tr><td>17:05</td><td></td></tr> <tr><td>17:10</td><td></td></tr> <tr><td>17:15</td><td></td></tr> <tr><td>17:20</td><td></td></tr> <tr><td>17:25</td><td></td></tr> </table> Parents' Evening This parents' evening is the school via the main for the Main Hall where Parking is available in the Date: 24/01/2013 T Add/Edit/Delete	16:00		16:05		16:10		16:15		16:20	Mr A Pinkey - Geography (H5)	16:25		16:30	Mr J Atkinson - English (E5)	16:35		16:40	Mr A Gray - French (L2)	16:45		16:50	Mr K Jacobs - History (H6)	16:55		17:00	Mrs L Vernon - Mathematics (M4)	17:05		17:10		17:15		17:20		17:25	
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Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view and print your appointments. Please bring a print out of your appointment times to the parents' evening.

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

There is a link at the bottom of the confirmation email which logs you back into the system.