



Parent's Evening System

- User Guide -

In-Person Appointments

An online portal designed to help parents book allocated time slots with their child's teachers, track bookings, make any enquiries before the event.



How do I access?

In order to access the system you will need a valid Internet Connection, and the system can then be accessed via any computer, smart phone or tablet device.

Please visit the school's website:

www.telfordlangleyschool.co.uk

Select Parents at the top.

PARENTS

Select Parents Evening Booking.

Parents Evening
Booking

You will then be presented with the following screen:



The screenshot shows the login page for 'The Telford Langley School Parents' Evening System'. The page has a green header with the school's logo and name. Below the header, the title 'Parents' Evening System' is displayed in green. A welcome message states: 'Welcome to the The Telford Langley School parents' evening booking system. Appointments can be amended via a link from the email confirmation - please ensure your email address is correct.' The form is divided into two sections: 'Your Details' and 'Child's Details'. 'Your Details' includes fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. 'Child's Details' includes fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom of the form, there is a 'Login & Continue' button with a green checkmark icon. Below the button, there are two links: 'Administrator Login' and 'Teacher Login', each with a small icon.

The Telford Langley School

Parents' Evening System

Welcome to the The Telford Langley 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](#)

Logging in.

Enter your details, followed by your child's details as required.

When completing the form please ensure your email address is correct, as booking confirmation will be sent to this location.

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Your Details

Title First Name Surname

Email Address Confirm Email Address

Child's Details

First Name Surname DoB (dd/mm/yyyy)

[Login & Continue](#)

[Administrator Login](#)

[Teacher Login](#)

Please enter your child's name as it appears on their birth certificate and what was registered with the school. (No shortened names or nicknames.)


Please ensure your child's DOB is formatted correctly (DD, MM, YYYY).

For example: 29/07/2001

It must be formatted as above in order to match our database.

Making an appointment.

Once logged in, you should be able to see the event on the screen.

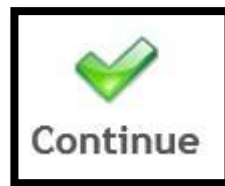


Year 7 & KS4

This parents' evening is for pupils in Year 8. 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: 03/11/2016 Time: 16:30 - 19:00

Click Continue to make a booking.



You can then select the teachers you wish to see, for a 5 minute allocated time slot for each. All teachers will automatically be selected and you can only book in with subject teachers that teach your child.

- Mr E Antwi - History
- J Cochrane - Modern Languages
- Miss L Evans - Physical Education
- Mr N Gregory - Art
- Miss S Humphreys - Science
- D Jones - Computing
- D Jones - Religious Education
- Mr M Keegan-Phipps - Music
- Miss S Palmer - Geography
- Mrs R Ravenhall - English
- Mrs R Ravenhall - Drama
- Mr J Toulson - Mathematics

Then select Continue to Book Appointments.

Making an appointment.

Now you can select time slots for teaching staff by clicking Book by the appropriate time.

If a teacher is busy with another appointment, this will be shown as Busy.

16:50	<u>Book</u>	<u>Book</u>
16:55	Busy	<u>Book</u>
17:00	<u>Book</u>	<u>Book</u>
17:05	Busy	<u>Book</u>
17:10	<u>Book</u>	<u>Book</u>
17:15	<u>Book</u>	<u>Book</u>
17:20	<u>Book</u>	<u>Book</u>
17:25	<u>Book</u>	Busy
17:30	<u>Book</u>	Busy

Once you have made your appointments you can manage them by selecting Appointments at the top.



All your scheduled appointments will then appear.

Further information.

If you are unable to access the internet on a computer, smart phone or tablet device, then you can still make appointments via the contact information below:

Phone Number: 01952 386700 and ask for Miss Proctor

This is ONLY to be used when you do not have an internet connection available.

If you experience any issues accessing the portal and/or any of it's features or would like to provide any form of feedback regarding your experience with the system, then please email the following:

Langleypa.consultat@taw.org.uk

All information is correct at time of printing. Website may be down at certain times due to planned maintenance; please do not contact us unless you are unable to access after 24 hours. Any feedback is greatly appreciated and all comments will be taken into consideration