

# Parents' Guide for Booking Parents Evening Appointments



## Step 1: Accessing the school website

Browse to <http://www.parkside.worcs.sch.uk/>  
Click on 'Parents' and 'Parents Booking System'.  
Click on 'Parents Evening Booking System'.

### Parents' Evening System

Welcome to the Parkside Middle 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**

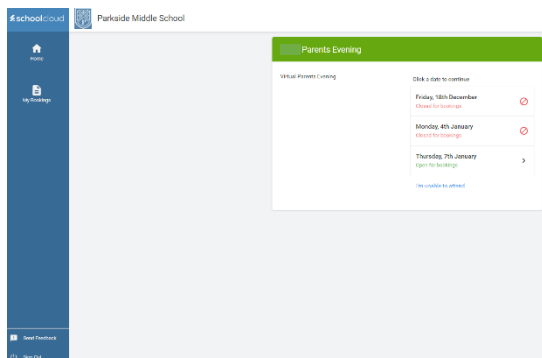
First Name  Surname  DoB (dd/mm/yyyy)

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

## Step 2: Login

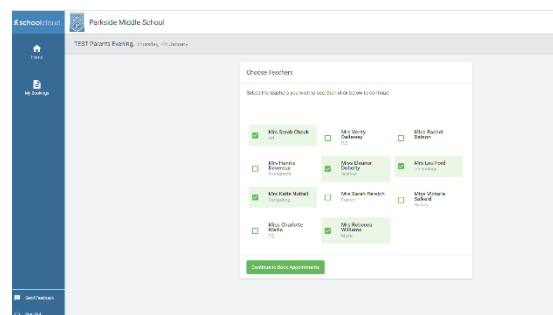
Please fill out all the details on the page. Use the email address you wish to receive your confirmation.

Please use your child's "preferred" forename that matches our records.



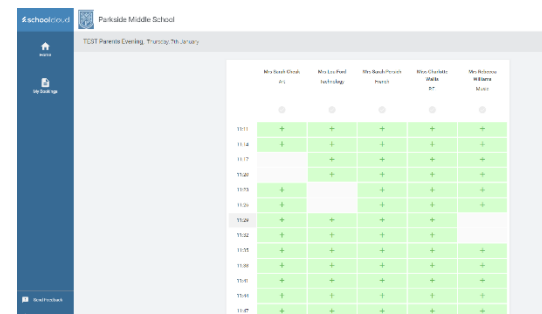
## Step 3: Select the relevant Parents Evening

Please select which evening you would prefer to attend your appointments.



## Step 4: Select Teachers

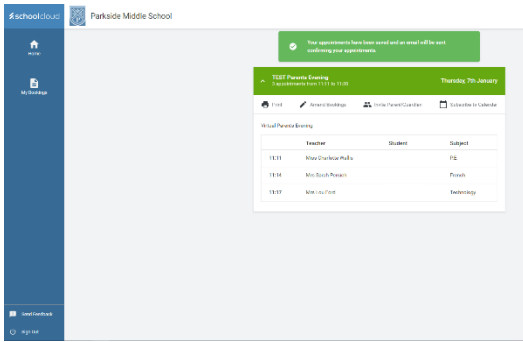
Please select which teachers you wish to have an appointment with. Select 'Continue to Book Appointments'.



## Step 5: Select appointment times

Please select the times you wish to see each teacher.

*Please note that there is a maximum on two five-minute slots per teacher.*

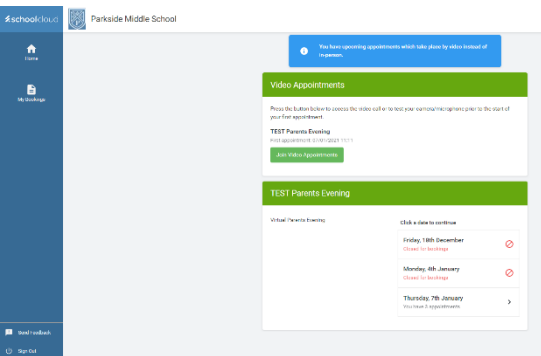


## Step 6: Confirmation of Booking

Your booking is now confirmed and you are able to print your list of appointments.

After booking your places you will receive an email to confirm the appointment times you have selected. This will allow you to make changes or cancel the appointments for your child.

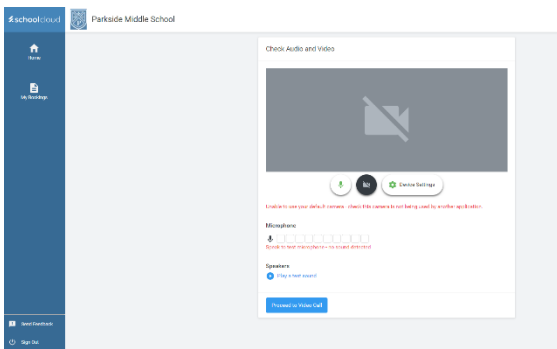
## On the day of your appointments...



## Step 7: Joining video appointments

On the day of your appointments please repeat steps 1 and 2 to begin. *We recommend that you login 15 minutes before your appointment time to test the system for any issues with your device.*

On the home page please select 'Join video appointments'.

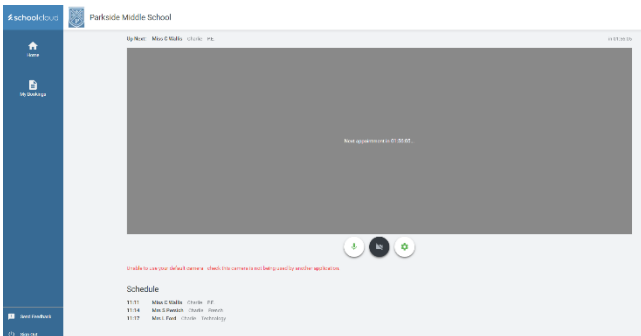


## Step 8: Testing your camera and microphone

Here you will be able to login and test your microphone, camera and speakers ahead of your appointment.

*Please DO NOT use Apple devices running iOS 14.2 as there are known issues with these devices.*

Once you are ready, please select 'Proceed to video appointments'.



## Step 9: Video appointments

You are now ready to attend your video appointments.

A countdown will appear to your appointment times and then a button will appear for you to join. A schedule of your appointments will appear below the camera screen and each appointment will count down from 5 minutes; after this time the call will automatically cut off.