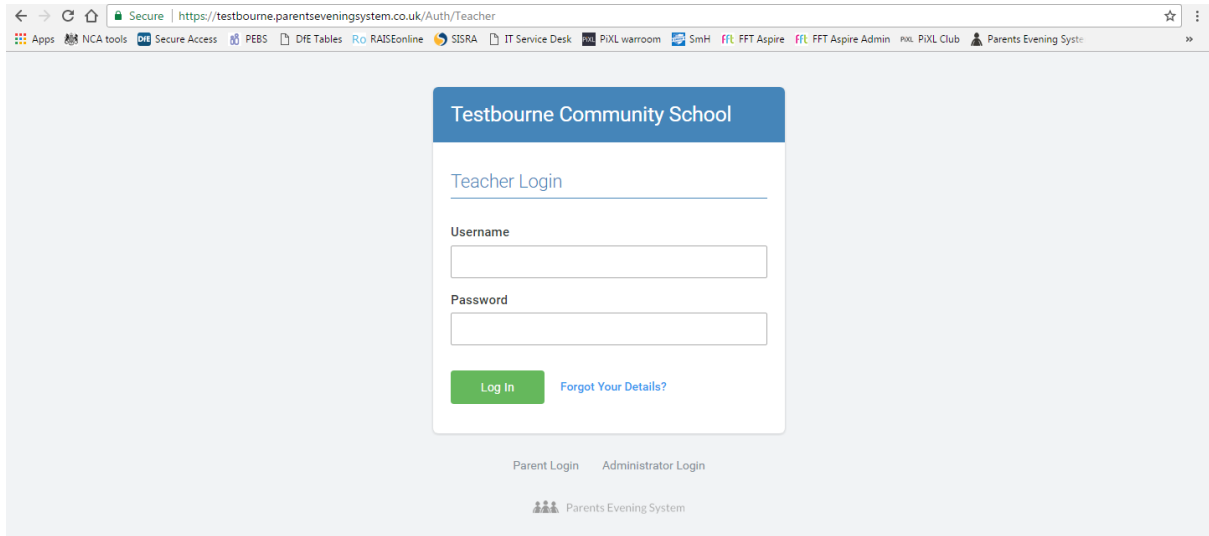


NEW Parents' Evening System Trial

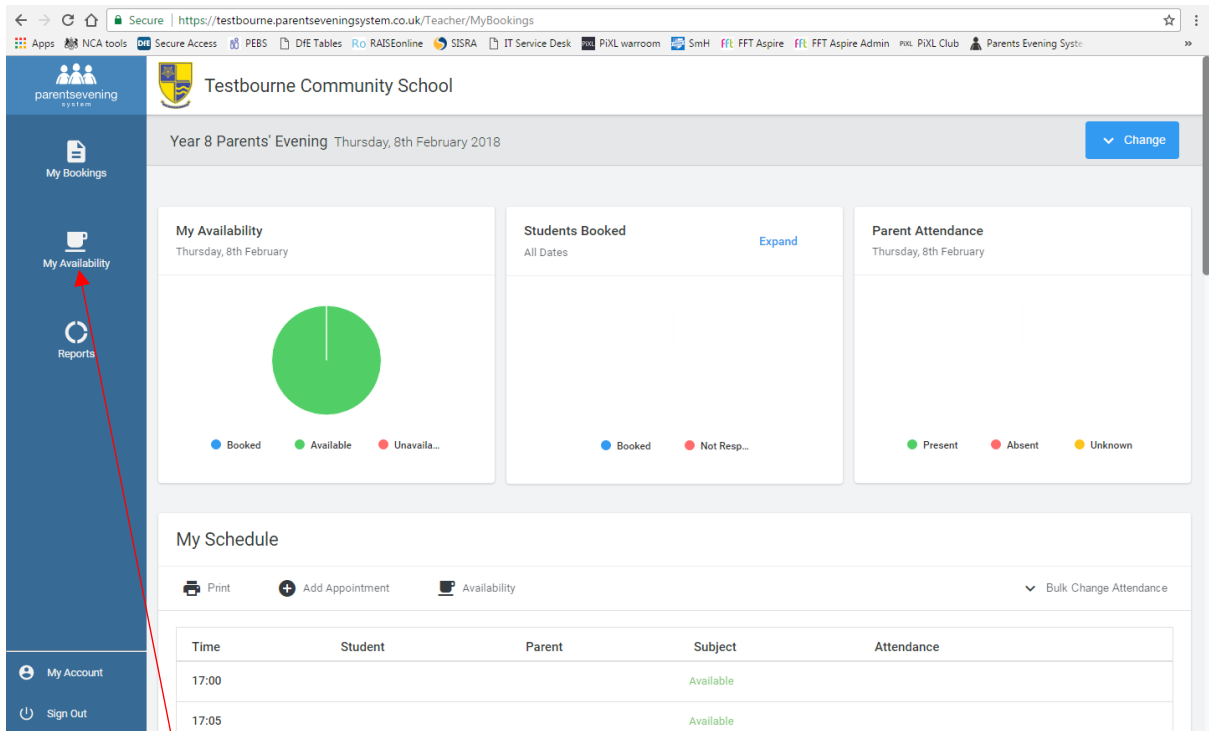
The link to the new trial system is <https://testbourne.parentseveningsystem.co.uk/Teacher>

The login page looks like this:



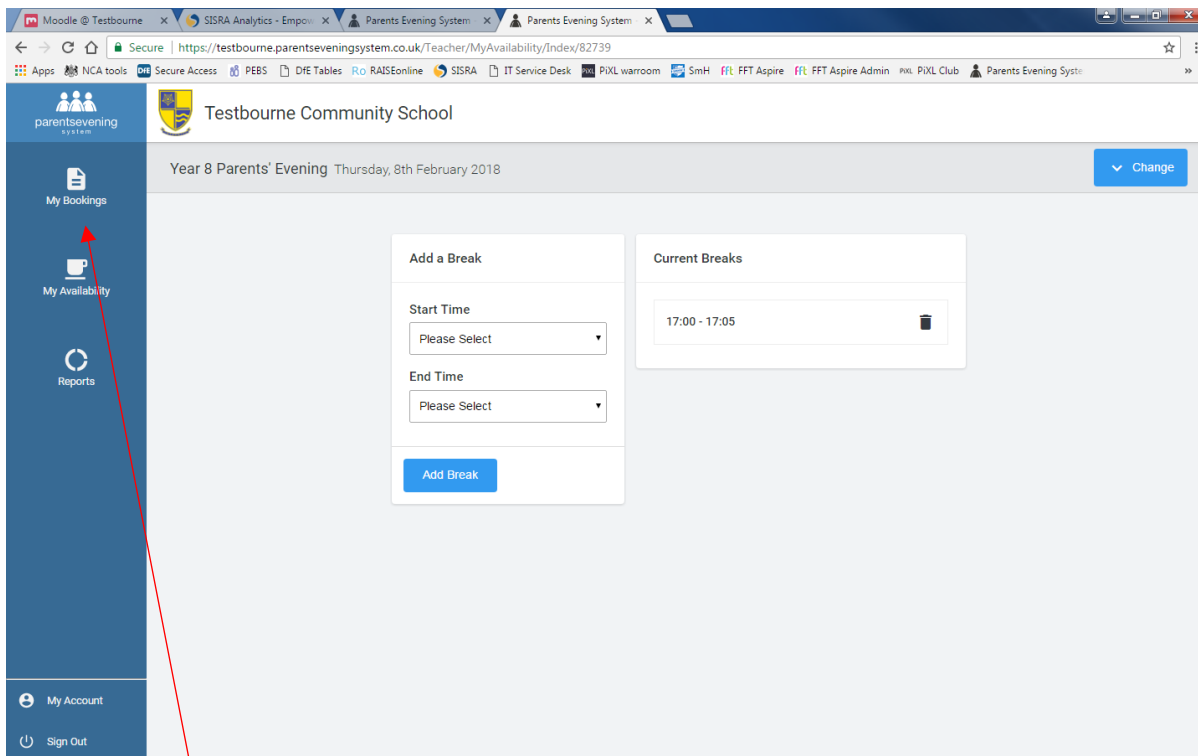
Please ensure it says 'Teacher Login' underneath the school name.

Once you have logged in, the landing page shows you various statistics. NB the statistics only start showing useful information once parents have started booking appointments.



Click on the 'My Availability' icon on the LHS to book your 10 min break if needed. The next page will ask you to select a start and end time for your break and then you need to click on 'Add Break' to complete the request.

Add in your 10 min break here and then click on 'Add Break'. Your booked break will then appear on the right of the screen. To delete a break, click on the dustbin on the right.



If you click on 'My Bookings' on the left of the screen, it will take you back to the landing page where you will be able to monitor who has booked with you and what your schedule will be for the evening. Please note, parents can book up to 7pm the night before when the system then closes to them.

If you scroll down this page you will see 'My Schedule'. This shows you who is coming when. Please have this open on your laptop during the evening to record attendance. You will be able to tick in parents as they attend by clicking in the 'Attendance' column. The system has the functionality to run reports to identify non-attending parents so that where necessary we can get in touch with them to discuss issues etc.

