



# Parents' Guide for Booking Appointments

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

**Upland Primary School**

## Parents' Evening System

Welcome to the Upland Primary 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: Mrs (dropdown)  
First Name: [text box]  
Surname: Bloggs [text box]

Email Address: p.bloggs@hotmail.co.uk [text box]  
Confirm Email Address: p.bloggs@hotmail.co.uk [text box]

### Child's Details

First Name: Joe [text box]  
Surname: Bloggs [text box]  
DoB (dd/mm/yyyy): 15/01/2009 [text box]

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

## Step 1: Login

Please fill out all the details on the page.

Make sure you use capital letters at the beginning of names.

Try using different alternatives of title if you cannot log in straight away, as we may have you saved as 'Ms', 'Mrs' or 'Miss'.

A confirmation of your appointments will be emailed to you, so please ensure you enter a current email address.

Please use your child's "preferred" forename that matches our records, and ensure you enter their date of birth in the correct format (e.g. 15/01/2009)

**Upland Primary School**

### Welcome

Click on an event below to make/change appointments, or browse to [Manage Appointments](#) to view/print current appointments.

- Parents' evening - Autumn 2016**  
This parents' evening is for parents/carers of children in Reception class to year 6. Please enter via the main entrance. Meetings will take place in classrooms.  
Date: 12/10/2016 Time: 15:30 - 17:30
- Parents' evening - Autumn 2016**  
This parents' evening is for parents/carers of children in Reception class to year 6. Please enter via the main entrance. Meetings will take place in classrooms.  
Date: 13/10/2016 Time: 16:30 - 19:30

**Contact Details**  
Please follow the on-screen instructions to book appointments. Should you have any difficulties, please contact:  
Julia Allen  
01203 447115  
Upland Primary School  
Church Road  
Berkhamstead HP47 4BU

**Child's Details**  
Date of Birth: [text box]  
Year: Year 1  
Class: 1 Form

## Step 2: Select Parents' Evening

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

If you have more than one child, all of your children and their class teachers will be displayed.

**Upland Primary School**

### Make Appointments

Parents' evening - Autumn 2016 (12/10/2016). You can book 1 appointment for this parents' evening. Please note there is a minimum time between appointments of 10 mins. This is to ensure you arrive at your next appointment in good time.

Time	Book
15:30	Book
15:40	Book
15:50	Book
16:00	Book
16:10	Book
16:20	Book
16:30	Book
16:40	Book
16:50	Book
17:00	Book
17:10	Book
17:20	Book
17:30	Book
17:40	Book

Ms A. Shepherd  
Class: 1 Form

## Step 3: Select Appointment

Click the 'continue to book appointments' button to view the list of available appointments.

By clicking on 'Book' you will be able to arrange an appointment.

Upland Primary School

Home Appointments

Send Feedback Logout

**Make Appointments**

Parents' evening - Autumn 2016 (12/10/2016). You can book 1 appointment for this parents' evening. Please note there is a minimum time between appointments of 10 mins. This is to ensure you arrive at your next appointment in good time.

**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 to book an alternative appointment instead.

**What's Next?**  
View/Print Appointments Send Feedback Logout

Time	Teacher	Department
15:30		
15:40		
15:50		
16:00		
16:10		
16:20		
16:30		
16:40		
16:50		
17:00		
17:10		
17:20		
17:30		
17:40		

## Step 4: Confirm Appointment

If you need to add a brief message for the teacher, you can do this, although it is limited to 140 characters.

Click 'add appointment' and you will see your appointment saved into this slot, with your child's name displayed. (Only you can see the name; it is not visible to any other parent).

This is now a saved appointment.

Upland Primary School

Home Appointments

Send Feedback Logout

**Make Appointments**

Parents' evening - Autumn 2016 (12/10/2016). You can book 1 appointment for this parents' evening. Please note there is a minimum time between appointments of 10 mins. This is to ensure you arrive at your next appointment in good time.

**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 to book an alternative appointment instead.

**What's Next?**  
View/Print Appointments Send Feedback Logout

Time	Teacher	Department
15:30		
15:40		
15:50		
16:00		
16:10		
16:20		
16:30		
16:40		
16:50		
17:00		
17:10		
17:20		
17:30		
17:40		

## Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "Appointments" tab.

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

**Appointments List**

Parents' evening - Autumn 2016 - 12/10/2016

This parents' evening is for parents/carers of children in Reception class to year 6. Please enter via the main entrance. Meetings will take place in classrooms.

Your appointments for \*\*\*\*\* are as follows:

Time	Teacher	Department
15:50 - 16:00	Mrs A Shepherd	Class 1 Fern

[Click here to make changes to your appointment schedule](#)

## Finished!

You will receive an email confirmation of your appointments. You can print this out and bring with you to the parents' evening if you wish.

There is a link at the bottom of the confirmation email which you can use to log you back into the system if you need to make amendments.