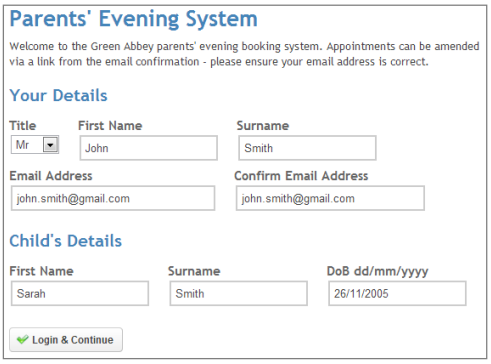
Parents' Guide for Booking Appointments

Browse to https://cirencesterdeerpark.parentseveningsystem.co.uk/

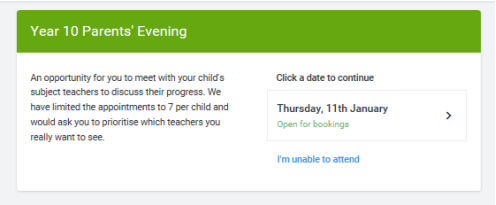


Step 1: Login

Please fill out all the details on the page. A confirmation of your appointments will be emailed to you if you provide your email address.

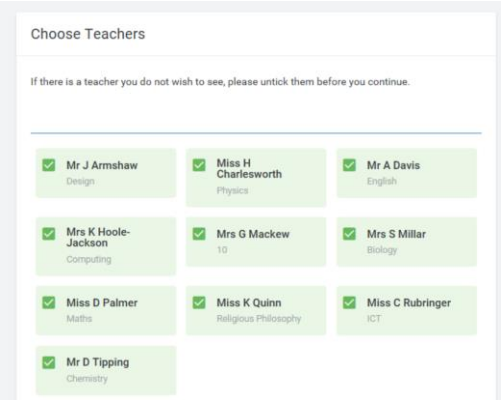
Please use your child's "preferred" forename that matches our records (no abbreviations).

Date of birth – e.g. 26/11/2005



Step 2: Select Parents' Evening

Select the parents' evening you want to make appointments for (or confirm that you are unable to attend).



Step 3: Choose Teachers/Tutor

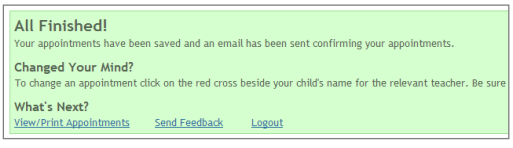
Your children's teachers/Tutor will appear. Ensure the teachers/Tutor you wish to see are selected in green. If you do not wish to see a teacher, click on the tick by their name to de-select them. (You are limited to 7 appointments to ensure there is enough capacity for everyone. Please prioritise accordingly).

Click on the Continue To Book Appointments button to proceed.

Step 4: Book Appointments

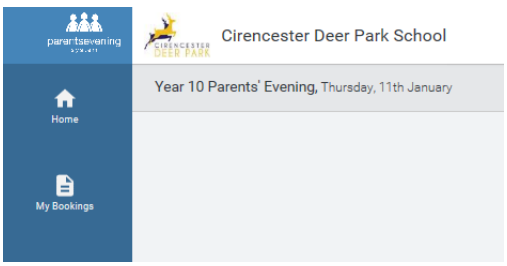
Click the "+" sign in a time slot to make an appointment with the teacher/Tutor for the time you wish. Repeat this for all the teachers you wish to see. (You can delete any appointment by clicking on it again)

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



Step 5: Finished

You will receive an email confirmation of your appointments. Please print this out and bring with you to the parents' evening. To send the school feedback about this system, click on "Send Feedback" and enter your comments.



Viewing/Editing/Printing Appointments

You can also view and print your appointments online by clicking the "My Bookings" tab. Please bring a print out of your appointment times to the parents' evening.

You can change your appointments by clicking the "My Bookings" tab then "Amend Bookings". There is a link at the bottom of the confirmation email which logs you back into the system.