

Guide to Using the Parents' Evening Booking System

From the school website home page <http://www.westgate.hants.sch.uk> click on the **School Information Tab** and then **Parents Tab**. Click on **Parents' Evening**, then click on the shortcut <https://parents-booking.co.uk/westgate>. This will take you to the Parents' Evening Booking System log in page.

The screenshot shows the login page for The Westgate School. It includes the school's name and contact details at the top. The main form has fields for 'Parents' title*', 'Parents' surname*', 'E-Mail address', 'Child's First Name*', 'Child's Surname*', and 'Child's DOB*'. There are also dropdown menus for the title and DOB. A 'Login' button is at the bottom. Arrows point from the following labels to the corresponding fields:

- Mr, Mrs, Ms, Miss, Dr (points to Parents' title*)
- Your surname (points to Parents' surname*)
- You only need to enter an email address if you require appointments to be emailed to you. You can print direct from screen (points to E-Mail address)
- Your child's legal surname (points to Child's Surname*)
- Your child's legal first name (points to Child's First Name*)
- Your child's date of birth (points to Child's DOB*)

Please note that all details must match those held currently on the school database, therefore you only need to use one form of address, Mr or Mrs or Ms or Miss not a combination.

If you get an error message stating:

*Our system has not detected Maria Astrid 03/01/1963
or has detected more than one child with these details.
Please enter more details so we can correctly identify you.*

or similar, then please contact the school office who will be able to help you.

List of Parents' Evenings
Click the Group that contains the Parents' Evening you want to make bookings for.
You are logged in as [REDACTED] for [REDACTED]

Name of Group	Parents' Evening	Date	Start	End
Year 8 Parents' Evening	Year 8 Parents' Evening Booking Wizard / Edit, Add, Print or E-Mail Bookings	26/04/2018	04.00 PM	07.00 PM

Making your appointments

Once logged in you will be able to see the specific Parents' Evening for which you need to book a slot.

Click on the link to open up the booking table which shows a list of Teachers, and their subject, available to book for your child. You may press select all teachers or you can individually pick the teachers/subjects that you wish to see. The system will also indicate whether all slots are booked.

You then go to the bottom of the screen and enter a specific time range if appropriate.

Finally, press 'Make my bookings for me' at the bottom of the screen.

General

You can log in at any time the system is still open to edit your appointments. However, when the system is closed you will only be able to print or email your existing bookings.

Please keep each appointment to a maximum time of 5 minutes to avoid delaying all remaining appointments for that teacher and leave a 5 minute gap between your appointments to ensure enough time to reach your next appointment.