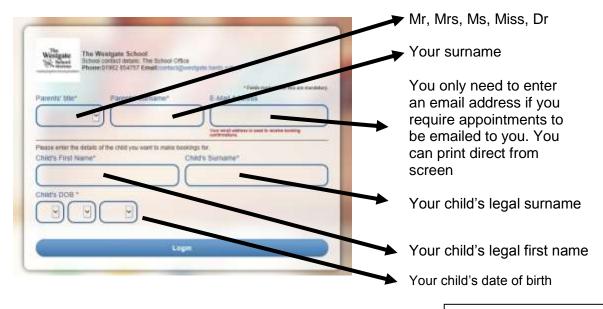


Guide to Using the Parents' Evening Booking System

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.



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.



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.