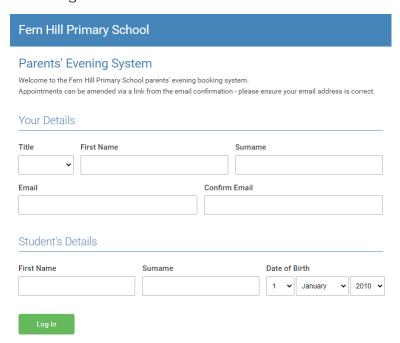


## Parent Consultations Guide to Booking a Telephone Appointment

Go to: https://fernhillprimary.parentseveningsystem.co.uk

If you have a SEN Review already scheduled with the Inclusion Team, you do not need to book a Parent Consultation. Your child's class teacher will attend their SEN Review.

**Step 1:** On the Parents' Evening System screen, enter your details and your child's details; click 'Log In'.



**Step 2:** On the next screen, select the day that you wish to book your telephone consultation on.

Appointments are available as follows:

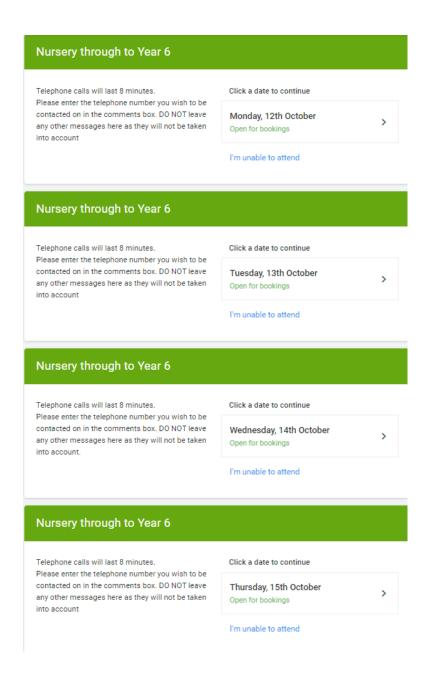
Monday 12<sup>th</sup> October 4:00 – 6:00 pm (Nursery only appointments are available from 1:00 pm)

Tuesday 13th October 4:00 - 6:00 pm

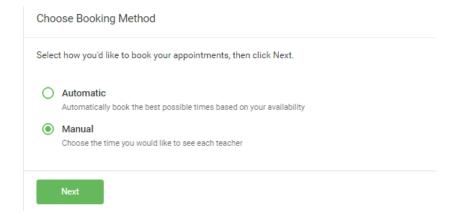
Wed 14th October 4:00 - 7:00 pm

Thursday 15th October 2:30 - 6:00 pm

Please be aware that due to different working commitments, a teacher may not be available on all four days.



**Step 3:** On the 'Choose Booking Method' screen, select 'Manual' and press 'Next' *Please do not select 'Automatic'*.

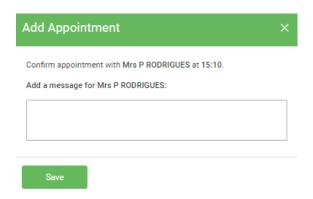


**Step 4:** On the 'Choose Teachers' screen, choose the teacher(s) you wish to see by selecting the box next to their name and click on 'Continue to Book Appointments'.

The teacher's available slots will be shown as a green box with a '+' sign. Select the time you would like to book.



**Step 5:** On the 'Add Appointment' screen, please enter the telephone number that you would like to be contacted on. Please not use this field to communicate with your child's teacher - they will not see it. Click 'Save'.



You will receive an email confirming your appointment.

At the time of your appointment, your child's teacher will call you on the telephone number you have provided. Please be aware that the call will show as 'Withheld' or 'No Caller ID'.

If you miss the call, your child's teacher will continue to attempt to contact you for the duration of your consultation slot. Unfortunately, it will not be possible for your teacher to extend the duration of your meeting, should it start late. If you miss the calls and your consultation does not happen, please contact the school office by email at: <a href="mailto:office@fernhill.rbksch.org">office@fernhill.rbksch.org</a> who will try to make alternative arrangements for you to talk to your class teacher.