



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'.

Fern Hill Primary School

Parents' Evening System

Welcome to the Fern Hill 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	First Name	Surname
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Email	Confirm Email	
<input type="text" value=""/>	<input type="text" value=""/>	

Student's Details

First Name	Surname	Date of Birth
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="2010"/>

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 12th 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.

Nursery through to Year 6

Telephone calls will last 8 minutes.
Please enter the telephone number you wish to be contacted on in the comments box. DO NOT leave any other messages here as they will not be taken into account

Click a date to continue

Monday, 12th October
Open for bookings



[I'm unable to attend](#)

Nursery through to Year 6

Telephone calls will last 8 minutes.
Please enter the telephone number you wish to be contacted on in the comments box. DO NOT leave any other messages here as they will not be taken into account

Click a date to continue

Tuesday, 13th October
Open for bookings



[I'm unable to attend](#)

Nursery through to Year 6

Telephone calls will last 8 minutes.
Please enter the telephone number you wish to be contacted on in the comments box. DO NOT leave any other messages here as they will not be taken into account.

Click a date to continue

Wednesday, 14th October
Open for bookings



[I'm unable to attend](#)

Nursery through to Year 6

Telephone calls will last 8 minutes.
Please enter the telephone number you wish to be contacted on in the comments box. DO NOT leave any other messages here as they will not be taken into account

Click a date to continue

Thursday, 15th October
Open for bookings



[I'm unable to attend](#)

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

Choose Booking Method

Select how you'd like to book your appointments, then click Next.

- Automatic**
Automatically book the best possible times based on your availability
- Manual**
Choose the time you would like to see each teacher

Next

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.

14:30	+
14:40	+
14:50	+
15:00	
15:10	+
15:20	+
15:30	+
15:40	+
15:50	+

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'.

Add Appointment ×

Confirm appointment with Mrs P RODRIGUES at 15:10.

Add a message for Mrs P RODRIGUES:

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:

office@fernhill.rbksch.org who will try to make alternative arrangements for you to talk to your class teacher.