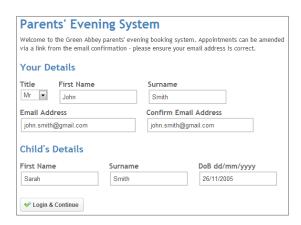
Parents' Guide for Booking Appointments

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





Step 1: Login

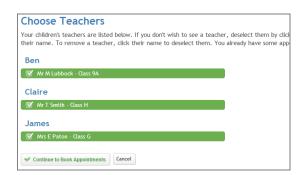
Please fill out all the details on the page. A confirmation of your appointments will be emailed to you providing you gave the school an email address when giving us your details for our school system.

Please use your child's 'preferred' forename that matches our records (no abbreviations). Please put their date of birth as well, eg: 26/11/2005



Step 2: Select Parents' Evening

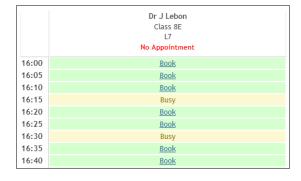
Click the green tick to select the Parents' Evening you want to make appointments for.



Step 3: Choose Teachers

Your children's teachers will appear. Ensure the teachers you wish to see are selected in green.

Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Repeat this for all the teachers you wish to see. The system will not allow you to book two appointments at the same time. It will also allow ten minutes between appointments so that you are not late for a meeting or if the teacher over-runs slightly.

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



Step 5: Finished

You will receive an email confirmation of your appointments providing you originally gave us an email address for our school records or you enter one on log in. You do not need to bring this email confirmation with you to the appointment.

To send the school feedback about this system, click on 'Send Feedback'.



Viewing / Editing / Printing Appointments

You can also view and print your appointments online by clicking the 'Appointments' tab. You may want to bring a print out of your appointment times to the parents' evening so that you remember who you are seeing and when.

You can change your appointments by clicking on 'Add / Edit / Delete Appointments'. There is a link at the bottom of the confirmation email which logs you back into the system.

Having Difficulties?

Please ask a member of the school office team. Contact details are below. Alternatively, we can book an appointment for you. To do this, just telephone us or come to the office and ask.

School email: admin@roebuck.herts.sch.uk

School phone: 01438 311937 (option 4)