



Parents' Guide to Parents Evening System

Booking an appointment for Parent/Teacher Consultation

Browse to <https://ellingham.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 and we may use the phone number to contact you.

Please use your child's "preferred" forename that matches our records (no abbreviations).

Enter your child's date of birth – eg: 26/11/2005

Click on 'Login & Continue'.

The screenshot shows the login page for the Ellingham Primary Parents' Evening System. It includes a header with the school name and logo. Below the header, there is a section titled "Parents' Evening System" with a welcome message. The main content area is divided into two sections: "Your Details" and "Child's Details". The "Your Details" section contains fields for Title (a dropdown menu), First Name, Surname, Email Address, and Confirm Email Address. The "Child's Details" section contains fields for First Name, Surname, and DoB (dd/mm/yyyy). At the bottom of the form, there is a "Login & Continue" button with a green checkmark icon. Below the button, there are links for "Administrator Login" and "Teacher Login". At the very bottom, there is a footer with the text "Powered by parents-eveningsystem Copyright © School Cloud Systems 2015".

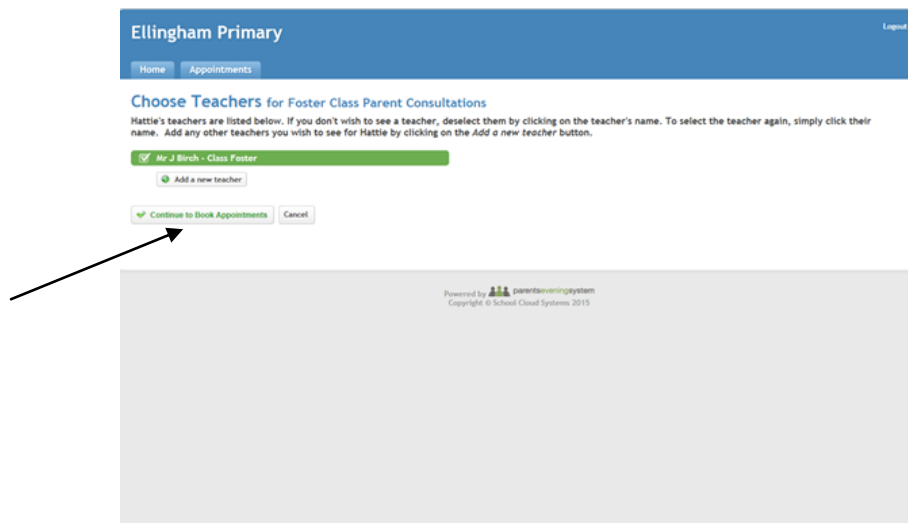
Step 2: Select Event

Click the green tick to select the item you wish to book. If you only have one child or your children are all in one Key Stage only the items you are permitted to book for will appear and there will be no tick.

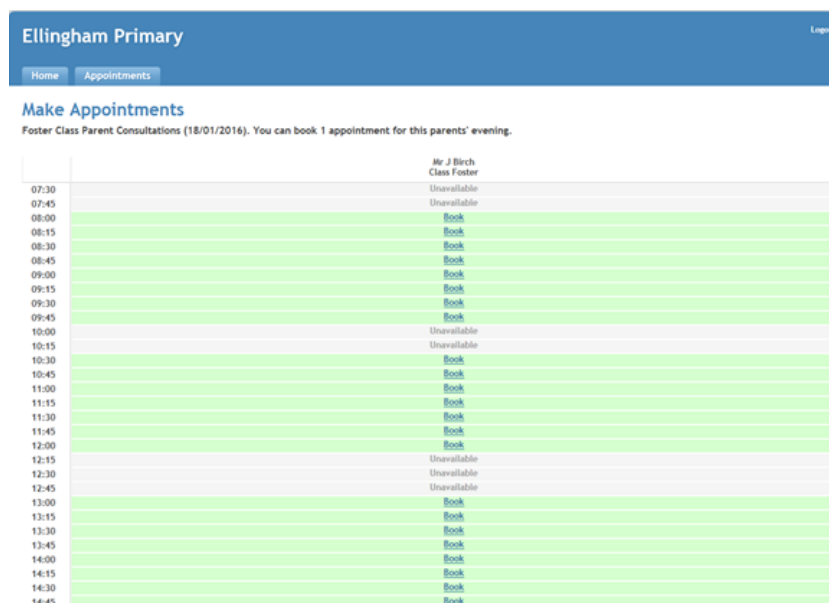
The screenshot shows the event selection page for the Ellingham Primary Parents' Evening System. It includes a header with the school name and logo. Below the header, there is a navigation bar with "Home" and "Appointments" buttons. The main content area is divided into three sections: "Key Stage 2 Christmas Performances", "Key Stage 1 Christmas Performances", and "Foster Class Parent Consultations". Each section contains a table of events with columns for Name, When, and a status indicator (Booked 2 places, Fully Booked, or Booked 2 places). The "Foster Class Parent Consultations" section has a "Continue" button with a green checkmark icon. On the right side, there is a "Contact Details" section with the school's contact information and a "Child's Details" section with fields for Year and Class. At the bottom, there is a footer with the text "Powered by parents-eveningsystem Copyright © School Cloud Systems 2015".

Step 3: Book Your Appointment

You will see the name of your child's teacher. Select the Continue to Book Appointments button



A screen will appear showing all available appointments for the day. Click on 'Book' and your place will be booked for you.



Step 4: Finished

You will receive an email confirmation of your booking.

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

Step 5: Cancelling your booking

If you are no longer able to attend, you can cancel your booking by logging back into the system, choosing your booking and clicking the red ✖ which will appear next to your child's name.

Please do not cancel your appointment if you are unable to attend as this frees the appointment for another family. You can then book another slot.