



# Parents' Guide for Booking Appointments

Please go to our college website: [www.brookvalegroby.com](http://www.brookvalegroby.com)

Click on 'Parents' then 'Parents Evenings'

Groby Community College

## Parents' Evening System

Welcome to the Brookvale Groby Learning Campus 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

Email  Confirm Email

### Student's Details

First Name  Surname  Date of Birth  1  January  2010

[Log In](#)

## Step 1: Login

Please fill out all the details on the page.

A confirmation of your appointments will be emailed to you.

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

Date of birth – eg: 26/11/2005

## Year 12 Parent/Tutor Induction Evening 4pm - 6.30pm 20.9.18

This progress evening is for students in Year 12. All appointments will be in the Groby dining room so please enter the school via the Groby entrance area. Appointments will last 10 minutes.

Click a date to continue

**Thursday, 20th September**  
[Open for bookings](#)

[I'm unable to attend](#)

## Step 2: Select Parents' Evening

Click the date to select the parents' evening you want to make appointments for.

## Choose Teachers

Ben's teachers are listed below. If you don't wish to see a teacher, deselect them by clicking on the . To remove a teacher, click their name to deselect them. Add any other teachers you wish to see for

- Mr J Atkinson - English
- Ms J Estaphan - French
- Mr C Hughes - Res Materials
- Mr K Jacobs - Geography
- Mr M Lubbock - Class 9A
- Dr R McNamara - French
- Dr R McNamara - German
- Dr S Miandad - Science
- Mrs D Mumford - Mathematics
- Mr V Stockill - PSE
- Miss J Young - Physical Ed

[Continue to Book Appointments](#) [Cancel](#)

## Step 3: Choose Teachers

Your child's teachers will appear.

If you do not wish to see a teacher, click the red cross beside their name.

Click on the 'Continue' button to proceed.

Please note there is a minimum time between appointments of 5 mins. This is to ensure you arrive at your next appo

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography HS	Mr K Jacobs History HS	Mrs L Vernon Mathematics M4
16:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:05	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:10	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:15	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:20	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:25	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:30	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:35	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:40	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:45	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:50	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
16:55	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>
17:00	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>	<a href="#">Book</a>

## Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. Optionally, you can enter a short note to the teacher to help structure the appointment. Repeat this for all the teachers you wish to see.

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.

## All Finished!

Your appointments have been saved and an email has been sent confirming your appointments.

### Changed Your Mind?

To change an appointment click on the red cross beside your child's name for the relevant teacher. Be sure

### What's Next?

[View/Print Appointments](#) [Send Feedback](#) [Logout](#)

## Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the college via the "Send Feedback" option.

To book appointments for another child, please click the link to complete this process again.

Home Appointments

Print Appointments

Select Evening  
Parents' Evening  
24/01/2013

Your Appointments

16:00  
16:05  
16:10  
16:15  
16:20 Mr A Pinkney - Geography (H5)  
16:25  
16:30 Mr J Atkinson - English (E5)  
16:35  
16:40 Mr A Gray - French (L2)  
16:45  
16:50 Mr K Jacobs - History (H6)  
16:55  
17:00 Mrs L Vernon - Mathematics (M4)  
17:05  
17:10  
17:15  
17:20  
17:25

Parents' Evening  
This parents' evening is  
the school via the main  
for the Main Hall where  
Parking is available in the  
Date: 24/01/2013

Add/Edit/Delete

## Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view, edit and print your appointments.

**Please bring a print out of your appointment times to the parents' evening.**

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.