

# Parents Evening Online Booking System

## Help Guide



You can access the booking site by either:

- Visiting the school website [www.rastrick.calderdale.sch.uk](http://www.rastrick.calderdale.sch.uk) and choosing 'Parent Zone' at the very top of the page. Click on this logo 
- Going to web address <https://rastrickhighschool.parentseveningsystem.co.uk/>

To log in, complete your details - to authenticate your details, you will be asked to enter your child's date of birth.

A screenshot of the login page for the Rastrick High School & Sixth Form Parents' Evening System. The page has a purple header with the school name. Below the header, there's a section titled "Parents' Evening System" with a welcome message. The main form is divided into two sections: "Your Details" and "Child's Details". In the "Your Details" section, there are fields for Title (a dropdown menu with "Mr" selected), First Name (containing "Rastrick"), Surname (containing "High"), Email Address (containing "rastrick@home.co.uk"), and Confirm Email Address (empty). In the "Child's Details" section, there are fields for First Name (containing "Amy"), Surname (containing "High"), and DoB (dd/mm/yyyy) (empty). There is a "Login & Continue" button at the bottom of the form. At the very bottom, there are links for "Administrator Login" and "Teacher Login".

Confirm your email address here as this will be used to send your appointment schedule

For security, you will be asked to authenticate your details by confirming your child's DOB

Once logged in, a list of your child's classes and teachers will be displayed. If you do not want an appointment with a certain teacher, click to deselect them.

A screenshot of the teacher selection page in the Rastrick High School & Sixth Form Parents' Evening System. The page has a purple header with the school name and navigation links: "Send Feedback", "Your Account", and "Logout". Below the header, there's a navigation bar with tabs for "Home", "Bookings", "Evenings & Events", "Parents", "Teachers", "Students", and "Reports". Under the "Parents" tab, there are sub-tabs: "Add Booking", "Manage Bookings", "Appointment Sheets", "Print Appointments", "Parent Attendance", and "Waiting List". The main content area is titled "Choose Teachers for Year 10 Parent's Evening" and includes a welcome message. Below the message, there's a list of teachers with checkboxes next to their names: Mr J Battye - PE (checked), Mrs S Culf - Maths (unchecked), Miss Z Fahim - IT (checked), Mr T Goldsmith-Stacey - DT/Graph (unchecked), Mrs L McDonald - History (checked), Mr J O'Callaghan - Science (checked), Mr S Shah - Science (checked), Ms J Steans - English (checked), and Mr L Timmins - Business (checked). There is an "Add a new teacher" button at the bottom of the list. At the very bottom, there are "Continue to Book Appointments" and "Cancel" buttons.

Continue to the booking screen where a calendar sheet for the evening will be displayed.

Click once in a time slot under a teacher's column to make an appointment, choosing the best time to suit you. If you change your mind about an appointment, click on the red cross and choose another time.

**Rastrick High School & Sixth Form** Send Feedback Your Account Logout

Home Bookings Evenings & Events Parents Teachers Students Reports

Add Booking Manage Bookings Appointment Sheets Print Appointments Parent Attendance Waiting List

### Make Appointments

Year 10 Parent's Evening (10/03/2016).  
Parent: Mr R High

**Finished Adding Appointments?**  
You can book 5 more appointments. The parent will receive an automatic email confirmation a few minutes after the last change to their schedule.

**What's Next?**  
[Add Appointments for another Student/Parent](#) [Home](#)

	Ms J Steans English	Mr S Shah Science	Mrs L McDonald History	Mr T Goldsmith- Stacey DT/Graph	Mrs S Culf Maths	Mr L Timmins Business	Mr J O'Callaghan Science	Miss Z Fahim IT	Mr J Battye PE
17:00	Amy High ✘								
17:05		Amy High ✘							
17:10				Amy High ✘					
17:15					Book	Book	Book	Book	Book
17:20					Book	Book	Book	Book	Book
17:25					Book	Book	Book	Book	Book
17:30					Book	Book	Book	Book	Book
17:35					Book	Book	Book	Book	Book
17:40			Amy High ✘						
17:45					Book	Book	Book	Book	Book
17:50					Book	Book	Book	Book	Book
17:55					Book	Book	Book	Book	Book
18:00					Book	Book	Book	Book	Book
18:05					Book	Book	Book	Book	Book
18:10					Book	Book	Book	Book	Book
18:15					Book	Book	Book	Book	Book
18:20					Book	Book	Book	Book	Book
18:25					Book	Book	Book	Book	Book
18:30					Book	Book	Book	Book	Book
18:35					Book	Book	Book	Book	Book
18:40					Book	Book	Book	Book	Book
18:45					Book	Book	Book	Book	Book
18:50					Book	Book	Book	Book	Book
18:55					Book	Book	Book	Book	Book

Appointments will have a 5 minute gap between them to allow you to get to your next appointment.

Once you have finished making your appointments, an email will be sent to the email address you supplied on the login page. Changes can be made to your schedule up until the booking window closing date, using the link in your confirmation email.

If you have any questions about the system, please contact our Admin Team Leader, Debbie Mitchell on 01484 406376 or email [parentsevenings@rastrick.calderdale.sch.uk](mailto:parentsevenings@rastrick.calderdale.sch.uk)