

Parents' Guide for Booking Appointments

Browse to www.sbch.org.uk

Go to the Parents Section: Consultation Evening Online Booking System

St Bernard's Catholic High School

Parents' Evening System

Welcome to the St Bernard's Catholic High 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:

Email Address: Phone Number:

Child's Details

First Name: Surname:

Date of Birth (DD/MM/YYYY):

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).

Select a parents' evening to add appointments:

Parents' Evening

This parents' evening is for all pupils. Please enter the school via the main entrance and follow the signs for the Main Hall where this evening is taking place. Parking is available in the main school car park.

Date: 24/01/2013 Time: 16:00 - 20:30

Step 2: Select Parents' Evening

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

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

English

French

Geography

History

Mathematics

Physical Ed

Science

Step 3: Check Teachers

Your child's teachers will appear. If you do not wish to see a teacher, click the red cross beside their name.

Home Appointments

Step 2 of 3: Choose Teachers

Your child's teachers have been pre-populated. Please check these are correct and make any changes if necessary - click the red cross beside not wish to see.

Mathematics

Select Department

Step 3: Choose Teachers for Option Subjects/Careers

From the "Select Department" drop down box, pick the type of teacher you wish to see, eg

Then select the teacher from the drop down box. Repeat for all the teachers you wish to see.

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 appointment.

	Mr J Atkinson English E5	Mr A Gray French L2	Mr A Pinkney Geography H5	Mr K Jacobs History H6	Mrs L Vernon Mathematics M4
16:00	No Appointment	No Appointment	No Appointment	No Appointment	No Appointment
16:05	Book	Book	Book	Book	Book
16:10	Book	Book	Book	Book	Book
16:15	Book	Book	Book	Book	Book
16:20	Book	Book	Book	Book	Book
16:25	Book	Book	Book	Book	Book
16:30	Book	Book	Book	Book	Book
16:35	Book	Book	Book	Book	Book
16:40	Book	Book	Book	Book	Book
16:45	Book	Book	Book	Book	Book
16:50	Book	Book	Book	Book	Book
16:55	Book	Book	Book	Book	Book
17:00	Book	Book	Book	Book	Book

Confirm & Add Message

Optionally add a message for Mr J Atkinson (English) for your appointment at 16:30.

I would like to discuss how Sarah's can improve on her recent test results.

65 characters left

Step 4: Make Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. **Optionally** 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 making 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](#) [Book Appointments for Another Child](#) [Logout](#)

Step 5: Finished

After booking all your appointments you have an opportunity to send feedback to the school.

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

The screenshot shows the 'Appointments' page with a navigation bar at the top containing 'Home' and 'Appointments'. On the left, there is a sidebar with 'Print Appointments' and 'Select Evening' (Parents Evening 24/01/2013). The main content area is titled 'Your Appointments' and displays a table of appointments. The table has columns for time, teacher name, and subject. The appointments are: 16:20 - Mr A Pinney - Geography (H5), 16:30 - Mr J Atkinson - English (L5), 16:40 - Mr A Gray - French (L2), 16:45 - Mr K Jacobs - History (H6), and 16:55 - Mrs L Vernon - Mathematics (M4). To the right of the table, there is a 'Parents Evening' section with additional information and a date of 24/01/2013. At the bottom right of the table, there is a link that says 'Add/Edit/Delete'.

Viewing/Editing/Printing Appointments

Click the "Appointments" tab to view 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.

If you have any problems, or require assistance please do not hesitate to contact Kelly Mizon or Louise Hatswell in school.