



# Parent's Evening System - User Guide-

An online portal designed to help parents book allocated time slots with their child's teachers, track bookings, make any enquiries before the event.





# Parent's Evening System - User Guide -

## How do I access?

In order to access the system you will need a valid Internet Connection, and the system can then be accessed via any computer, smart phone or tablet device.

Please visit the school's website:

[www.telfordparkschool.co.uk](http://www.telfordparkschool.co.uk)

Click Parents menu

PARENTS

Click Parents Evenings

You will then be presented with the following screen.

Select **Click here to book your appointments now!**

**PARENTS EVENINGS**

At The Telford Park School we believe that the relationship between home and school is crucial in supporting young people as they progress through phases of their school life.

Parent Consultation Evenings are an opportunity for you to meet with teachers to discuss subject specific progress, their learning journey and their pastoral well-being.

**Parents Evening Consultation Dates & Times 2022-2023**

Date	Time	Year Group	Location
Wednesday 9th November 2022	4pm - 6pm	Year 7 Settling In (Tutors & HOV)	In School
Wednesday 7th December 2022	4pm - 7pm	Year 9	In School
Wednesday 25th January 2023	4pm - 7pm	Year 11	In School
Wednesday 22nd March 2023	4pm - 7pm	Year 10	In School
Wednesday 12th July 2023	4pm - 7pm	Year 7	In School

The school uses an online booking system which allows you to choose your own appointment times with teachers.

**Click Here To Book Your Appointment Now!**

[CLICK HERE TO VIEW THE APPOINTMENT SYSTEM BOOKING GUIDE](#)

- SCHOOL UNIFORM
- TERM DATES
- PARENTPAY
- SCHOOL MEALS
- MYCHILDATSCHOOL (MCAS)
- LEAVE IN TERM TIME INFORMATION
- SAFETY ONLINE
- PARENTS EVENINGS



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### Logging In

Enter your details, followed by your child's details as required.

When completing the form please ensure your email address is correct, as booking confirmation will be sent to this location.

The Telford Park School

### SchoolCloud

Welcome to the The Telford Park School parent teacher conference 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

Teacher Login Administrator Login

Please enter your child's name as it appears on their birth certificate and what was registered with the school. (No shortened names or nicknames.)

Please ensure your child's DOB is formatted correctly (DD, MM, YYYY).

*For example: 29/07/2001*

It must be formatted as above in order to match our database.



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## Making an appointment.

Once logged in, you should be able to see the event on the screen.

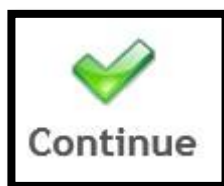


### Year 7 & KS4

This parents' evening is for pupils in Year 8. 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: 03/11/2016    Time: 16:30 - 19:00

Click Continue to make a booking.



You can then select the teachers you wish to see, for a 5 minute allocated time slot for each. You can only book in with subject teachers that teach your child.

- Mr E Antwi - History
- J Cochrane - Modern Languages
- Miss L Evans - Physical Education
- Mr N Gregory - Art
- Miss S Humphreys - Science
- D Jones - Computing
- D Jones - Religious Education
- Mr M Keegan-Phipps - Music
- Miss S Palmer - Geography
- Mrs R Ravenhall - English
- Mrs R Ravenhall - Drama
- Mr J Toulson - Mathematics

Then select Continue to Book Appointments.



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## Making an appointment.

Now you can select time slots for teaching staff by clicking Book by the appropriate time.

If a teacher is busy with another appointment, this will be shown as Busy.

16:50	<a href="#">Book</a>	<a href="#">Book</a>
16:55	Busy	<a href="#">Book</a>
17:00	<a href="#">Book</a>	<a href="#">Book</a>
17:05	Busy	<a href="#">Book</a>
17:10	<a href="#">Book</a>	<a href="#">Book</a>
17:15	<a href="#">Book</a>	<a href="#">Book</a>
17:20	<a href="#">Book</a>	<a href="#">Book</a>
17:25	<a href="#">Book</a>	Busy
17:30	<a href="#">Book</a>	Busy

Once you have made your appointments you can manage them by selecting Appointments at the top.



All your scheduled appointments will then appear.

- If you are unable to access the internet on a computer, smart phone or tablet device then please see the instructions on the following page -



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## Further Information.

If you are unable to access the internet on a computer, smart phone or tablet device, then you can still make appointments via the contact information below:

Phone Number: 01952 387400 and ask for Mrs Meredith

This is ONLY to be used when you do not have an internet connection available.

If you experience any issues accessing the portal and/or any of it's features or would like to provide any form of feedback regarding your experience with the system, then please email the following:

[parkparent.consulta@taw.org.uk](mailto:parkparent.consulta@taw.org.uk)

Sometimes, due to staff absence, appointments may need to be cancelled at short notice.

*All information is correct at time of printing. Website may be down at certain times due to planned maintenance; please do not contact us unless you are unable to access after 24 hours. Any feedback is greatly appreciated and all comments will be taken into consideration*