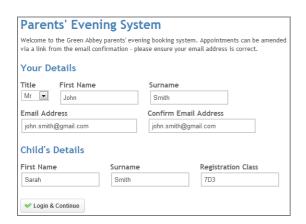
Parents' Guide for Booking Appointments

Browse to https://wcejs.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.

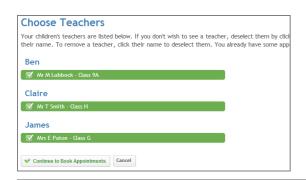
Please use your child's "preferred" forename that matches our records, as well as the correct title we hold for you (eg Ms or Miss). If you have any issues logging on, this is the first thing to check!

Registration class – 3W, 3J, 3S, 4W, 4C, 4J, 4S, 5W, 5J, 5S, 6W, 6J, 6S



Step 2: Select Parents' Evening

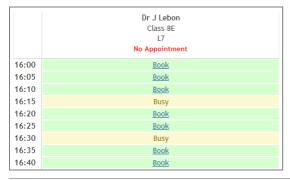
Click the green tick to select the parents' evening you want to make appointments for.



Step 3: Choose Teacher

Your child's teacher will appear.

Click on the Continue button to proceed.



Step 4: Book Appointments

Click 'Book' to make your appointment with the teacher for the time you wish. 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.



Step 5: Finished

You will receive an email confirmation of your appointments.

IF YOU HAVE ANY PROBLEMS USING THE ONLINE SYSTEM, PLEASE CONTACT THE SCHOOL OFFICE AND WE WILL BE HAPPY TO BOOK AN APPOINTMENT ON YOUR BEHALF.