Electronic Consultation Evening Booking System

Instructions for use

- Go to the college website (www.brockington.leics.sch.uk) and select **'Parents'** then **'Parents Evening'** from the main menu.
- This will take you to the login screen where you can enter your details. **Enter your name** and (optionally) your email address and telephone number. Entering your email address allows the system to email you with your appointments.
- In the student details section **enter your child's name**, along with **their login code** (found at the bottom of this letter) and then **click "Login & Continue".** Please keep the login code secure.
- **Select the correct Parents Evening.**
- The system should automatically select the correct teachers for your child. Please check these carefully and click **"Continue to Book Appointments"**.

  You can **now book your appointments**. Please note that you will not be able to book consecutive appointments or two appointments with one member of staff. To book an appointment with a teacher, find the correct teacher/subject in the top row and select an available time slot from the left-hand side. Each appointment is limited to 5-minutes.

- After you have saved you will have the option of printing your appointments or logging out.

- ***We regret that we are unable to offer two sets of appointments for parents who may wish to see members of staff separately. Unfortunately, there is not the capacity to offer this service.***

If you have any problems using the booking system, please contact the College IT Department on 0116 2846118 or email ITSupport@brockington.leics.sch.uk.

Childs Name:
Access Code:
Form:

Updated Version Yr 8 April 2018